

## APPENDIX A

### VEHICLE CLAIMS INSTRUCTIONS

These instructions tell you how to file a claim for loss or damage to your vehicle or its accessories that occurred during a Government sponsored shipment. Please read these instructions carefully to understand what you must do.

*Please follow these instructions to file a claim..*

1. The Government recommends that you first attempt to settle your claim directly with the contractor who shipped your vehicle. However, the amount paid by the contractor is not based on a binding estimate from a repair company. While the contractor will attempt to accurately estimate the cost of repairing an item, the actual cost of the repair may exceed what the contractor paid for that item. If you have accepted payment from the contractor on an item, you may not claim any additional amount for that item from the military claims office. If you do not feel that the offer made by the contractor is a good settlement, you may file your claim with a military claims office.

2. Joint inspections.

a. When you drop off or pickup your vehicle, you will be required to conduct a joint inspection with the contractor to determine the condition of your vehicle. This is important because regardless of where you file your claim, you must prove that the loss and/or damage being claimed occurred while the vehicle was shipped or stored.

b. During the joint inspection carefully and completely list any loss and/or damage to your vehicle on the DD Form 788 or other inspection form. You should receive one copy of the inspection form at the initial turn-in inspection and a second copy of the inspection form at destination when you pick up your vehicle. List all loss and damage in item #13, column 1 of the DD Form 788. The contractor's inspector will record his agreement or disagreement in item #13, column 2.

c. Do not rely on a representative of the company that shipped your vehicle to list loss and/or damage for you. **MAKE SURE YOU HAVE LISTED ALL LOSSES OR DAMAGE TO YOUR VEHICLE BEFORE YOU LEAVE THE VPC.**

d. Inspect the interior, exterior, and all systems of your vehicle very closely. It will be difficult to prove that damage you discover after accepting your vehicle occurred during shipment/storage and not while the vehicle was in your possession. However, if you discover damage after you have left the vehicle processing center, **YOU MUST IMMEDIATELY NOTIFY THE COMPANY THAT SHIPPED YOUR VEHICLE, IN WRITING** and, when possible, obtain an additional inspection at the VPC. When impractical to return to the VPC for another additional joint inspection, immediately seek a joint inspection at the nearest military claims office. Be sure to give a detailed description of the damage and explain why it was not discovered at the joint inspection when you picked up your vehicle. Keep a copy of the notice for your claim. Notice of additional loss and/or damage must be reported to the contractor immediately. Do not wait until you can get another inspection to notify the contractor.

### 3. FILING CLAIMS WITH THE CONTRACTOR.

a. Fill out the claim form provided by the contractor. If you are still at the contractor's vehicle processing center, give the claim to the contractors representative and retain one copy for your records. If you have left the vehicle processing center, mail the claim form to the address provided by the contractor. The contractor will review your claim and tell you within sixty (60) calendar days how much it will

pay. If you discover additional loss and/or damage, after you submitted your claim but before the contractor has paid the claim, you should immediately notify the contractor and amend your claim.

b. If both you and the contractor agree while you are still at the vehicle processing center that your claim can be settled for \$1000 or less, you may elect the "on site settlement option." The contractor will pay you the amount of your claim immediately at the vehicle processing center. While your acceptance of such a settlement is final with respect to the claimed damage, you may still file a claim for any additional damage discovered and reported within a reasonable period of time after leaving the port. NOTE: THE VPC IS NOT A REPAIR FACILITY AND THE ON SITE SETTLEMENT may not be enough to pay the cost of actual repairs. The on site settlement should be considered only has a cash compensation for Damage. The award is not guaranteed to cover your repair costs. If you accept payment at the VPC for damage to a part of your vehicle, you will not be paid any additional amount for that damage from a military claims office.

c. The contractor must settle your claim within sixty (60) days to your satisfaction. If you have elected to file your claim with the contractor but have not received an offer within 60 days or do not want to accept the contractor's offer, you may file your claim with the appropriate military claims office. If you have any questions regarding the settlement being offered by the contractor, please contact the appropriate military claims office for guidance. NOTE: You may also file a claim with the military claims office directly, without first filing a claim with the contractor.

d. If you discover additional damage or more extensive damage, after the contractor has paid your claim, you can ask the contractor to consider an amended claim. However, the contractor will generally not be required to reopen a claim after it has been paid. Therefore, it is critical that you do a complete and thorough inspection of the inside and outside of your vehicle and all of its controls and accessories. **Do not be rushed in making the inspection.** Make sure you check everything and put any damage or loss on the inspection sheet BEFORE YOU LEAVE THE VEHICLE PROCESSING CENTER.

e. You have two years from pick-up date to file your claim with the contractor who shipped your vehicle, BUT YOU SHOULD FILE YOUR CLAIM AS SOON AS POSSIBLE, PREFERABLY WITHIN 60 DAYS OF DELIVERY. Because you only have two years from date of pick-up to file a claim with the military claims office, if you wait two years to file a claim with the contractor, you will probably not have time to file a claim with the Government if you are not satisfied with the carrier's offer.

#### 4. FILING CLAIMS WITH A MILITARY CLAIMS OFFICE.

a. If you elect to file a claim with the Government, call or visit the claims office at your installation or the nearest military installation. The claims personnel at the military claims office will give you the necessary claim forms and instructions.

b. You must prove that you own the vehicle, that the loss and/or damage you are claiming occurred during the Government-sponsored shipment and the cost of any repairs or replacement. Claims personnel can answer any questions, especially about estimates of repair. Any estimates of repair or paid repair bills for damage to operating systems such as transmission, electrical system, or engine

should include a professional opinion as to the cause of the damage. Estimate of repair or paid repair bills must identify what was repaired or replaced. For example, a repair bill for a broken tail light and a broken windshield should show the cost of both items separately and have two entries, one showing the time to fix the tail light and one showing the time to fix the windshield.

c. If you have private vehicle insurance that covered the vehicle while it was being shipped, you **MUST** file and settle a claim with your insurance company prior to filing a claim with the Government. You will be required to state on your Government claim form whether or not you have insurance on your vehicle that was in effect during the shipment/storage period. All insurance settlement documents must be submitted with your government claim.

d. If you file a claim with the Government, you are required to notify the claims office where you filed the claim of any offer of settlement or denial of liability by any third party, such as the contractor who shipped the vehicle or your private insurer.

e. While you have two years from the time you picked up your POV to file a claim with the Government, **YOU SHOULD FILE YOUR CLAIM AS SOON AS POSSIBLE, PREFERABLY WITHIN 60 DAYS OF PICK UP**. Early filing assists the military claims office to resolve any questions about your claim that could delay payment.

## APPENDIX B

### VEHICLE PROCESSING CENTERS

#### Country: Continental United States (CONUS)

<u>VPC Location</u>	<u>Type</u>	<u>Performance Date</u>	<u>Airport</u>
Atlanta, GA	CO/CO	1 Nov 03	ATL
Anchorage, AK	CO/CO	1 Nov 03	ANC
Baltimore, MD	CO/CO	1 Nov 03	BWI
Charleston, SC	CO/CO	1 Nov 03	CHS
Dallas, TX	CO/CO	1 Nov 03	DFW
Fairbanks, AK	CO/CO	1 Nov 03	FAI
Los Angeles, CA	CO/CO	1 Nov 03	LAX
New Orleans, LA	CO/CO	1 Nov 03	MSY
*Norfolk, VA	CO/CO	1 Nov 03	ORF
Orlando, FL	CO/CO	1 Nov 03	MCO
Oakland, CA	CO/CO	1 Nov 03	OAK
NY/NJ Metro Area	CO/CO	1 Nov 03	JFK/EWR
Seattle, WA	CO/CO	1 Nov 03	SEA
St. Louis, MO	CO/CO	1 Nov 03	STL

1. All VPCs in CONUS shall be located within a 25 mile radius of the designated airport.
2. All VPCs in CONUS shall be Contractor-Owned/Contractor-Operated.
3. Performance at the individual VPCs will begin at the above designated dates.
4. Operating hours at all CONUS VPCs shall be 0800-1700, Monday through Friday.
5. At the Norfolk VPC, there is a requirement for after hours issue/receipt. The contractor shall provide POV processing service after normal work hours on a two (2) hour notice for issue/release service for military flights, i.e., Iceland and GTMO flights arriving after hours. This service shall include vehicles scheduled and unscheduled for receipt or issue after hours. The contractor shall provide a local telephone number with a 24-hour point of contact for both after hours receipt/issue and/or emergency processing.
- \*6. This VPC shall be a Directed Source in accordance with the Javits-Wagner-O'Day (JWOD) program.

## 1.1 **APPENDIX B**

### Country: Germany

<u>VPC Location</u>	<u>Address</u>	<u>Type</u>	<u>Effective Date</u>
Baumholder	Smith Barracks Bldg 8716, Am Bahnhof 55774 Baumholder	GO/CO	1 Nov 03
Boeblingen	Bldg 2931 Panzer Kaserne 71032 Boeblingen	GO/CO	1 Nov 03
Grafenwoehr	U.S. Grafenwoehr Base Saratoga Avenue Building 515 92655 Grafenwoehr	GO/CO	1 Nov 03
Kaiserslautern	Kapaun Air Station Bldg 2806 67661 Kaiserslautern	GO/CO	1 Nov 03
Mannheim	Bldg 348/Taylor Barracks 68309 Mannheim	GO/CO	1 Nov 03
Schweinfurt	Conn Barracks Custer Strasse Building 35 97421 Schweinfurt	GO/CO	1 Nov 03
Spangdahlem	Spangdahlem Air Base Building 193A 54529 Spangdahlem	GO/CO	1 Nov 03
Wiesbaden	Mainz-Kastel Housing Area Bldg 7513 Wiesbadener Str. 78 55252 Mainz-Kastel	GO/CO	1 Nov 03

1. All VPCs in Germany are Government-Owned/Contractor-Operated.
2. Performance shall begin at all VPCs in Germany on 1 Nov 03.
3. Operating hours at all VPCs in Germany shall be 0800-1700, Mon-Fri.
4. All VPCs in Germany are full-service VPCs (except Bad Aibling site).

Country: Germany

<u>VPC Location</u>	<u>Address</u>	<u>Type</u>	<u>Effective Date</u>
Bad Aibling	Bad Aibling Station CMR 407 APO AE 09098	GO/CO QL-VPC	1 Nov 03

6. Bad Aibling is a Quality of Life-VPC. This is a pick-up and drop-off point with a low estimated volume. To schedule an appointment for pick-up/drop-off, the contractor shall contact the responsible ITO/TMO within 24 hours of receiving a POV destined for this location or within 24 hours of being notified by the ITO/TMO that a POV is ready for pickup. The contractor shall only release/pick-up the POV to/from the customer/owner or his/her representative, however, the contractor shall, at the specific request of the ITO/TMO and upon approval of the Contracting Officer, release/pick-up the POV to/from the ITO/TMO.

**2. QL-VPCs will not have a COR on-site.**

Point of contact:

Bad Aibling      -      Mr. Joseph Fuermeier      Tel. 441-3909  
FAX 441-3714

Country: Italy

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Livorno	Leghorn Army Depot (Camp Darby) Gate 27/Bldg 5138 SS 1 Aurelia 56018 Tirrenia - Pisa	0800-1630 Mon-Fri	GO/CO FS-VPC	1 Nov 03
Vicenza	Via Pelosa Bldg 970 Torri de quartesolo 36040 Vicenza (Within 5 miles of Caserma Ederle)	0800-1700 Mon-Fri	GO/CO FS -VPC	1 Nov 03
Aviano		0830-1630 Mon-Fri	CO/CO FS-VPC	1 Nov 03

1. The Aviano VPC will be contractor-owned/contractor-operated.
2. Customs procedures may vary regarding the use of forms.

Points of Contact:

Aviano – Mr. Joseph Saporito 39-0444-516239

Vicenza – Mr. Joseph Saporito 39-0444-516239

Livorno - Mr. Gino Orsini 39-0586-947639

<b>Naples</b>	<b>Naval Support Activity</b>	<b>0800-1700</b>	<b>GO/CO</b>	<b>1 Nov 03</b>
	Village Forum Support Site, Gricignano	FS-VPC		
	Bldg 2081			
	80125 Agnano, Napoli			

Telephone from CONUS: 011-39-081-811-6522/6768

Telephone from Europe: 0039-81-811-6522/6768

Telephone in Italy: 081-081-6778

**Special notes:**

1. The Rome-area Installation Transportation Office instructs its customers shipping a POV to turn-in and pick-up the POV at the Naples VPC.

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Sigonella, Sicily	U.S. Naval Air Station, Sigonella, Italy C/O Base Navale USA/NSA II Strada Statale 417 Catania-Gela 95030 Piano d'Arce/Sigonella (CT)	0800-1700	GO/CO	1 Nov 03

Telephone from CONUS: 011-39-095-86-5759/6189/5260

DSN: 624-5759/6189/5260

**Country: Benelux Region**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Schinnen	254 <sup>th</sup> BSB Schinne Borgerweg 10 Bldg 27, Rm 111 6365 CW Schinnen	0800-1630 Mon-Fri	GO/CO FS-VPC	1 Nov 03
Chievres	Chievres Air Base Bldg 20174 7950 Chievres	0800-1630 Mon-Fri	GO/CO FS-VPC	1 Nov 03



**Country: England**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Lakenheath/ Mildenhall		0800-1630 <b>Mon-Fri</b>	CO/CO FS-VPC	1 Nov 03
Menwith Hill	RAF Menwith Hill Sta BLDG 31 Harrogate, North Yorkshire HG3 2RF	By Appt.	GO/CO QL-VPC	1 Nov 03
Saint Mawgan	Joint Maritime Facility Bldg 485 (Church Hill) RAF St. Mawgan New Quay, Cornwall TR8 4HP	By Appt	GO/CO QL-VPC	1 Nov 03
West Ruislip	RAF West Ruislip Ickenham Road Ruislip, Middlesex HA4 7DZ	By Appt	GO/CO QL-VPC	1 Nov 03

1. Menwith Hill, Saint Mawgan, and West Ruislip are Quality of Life-VPCs. These are pick-up and drop-off points with low estimated volumes. To schedule an appointment for pick-up/drop-off, the contractor shall contact the responsible ITO/TMO within 24 hours of receiving a POV destined for one of these locations or within 24 hours of being notified by the ITO/TMO that a POV is ready for pickup. The contractor shall only release/pick-up the POV to/from the customer/owner or his/or representative, however, the contractor shall, at the specific request of the ITO/TMO and upon approval of the Contracting Officer, release/pick-up the POV to/from the ITO/TMO.

2. QL-VPCs will not have a COR on-site.

**Points of contact:**

Lakenheath/ - Mr. <b>James Maddux</b>	<b>44 1842 813959</b>
Mildenhall	
Menwith Hill - Mr. <b>Jim McMahon</b>	44-1423-777887
Saint Mawgan Mr. Stan Stanski	44-1637-853502
West Ruislip - Mr. <b>Herb Beck</b>	<b>44 1895 616585</b>

**Country: Hawaii**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Honolulu	See 1 below.	0800-1600	CO/CO FS-VPC	1 Nov 03

1. A contractor-owned/contractor-operated VPC shall be located within a five (5) mile radius of Honolulu Airport.
2. Movements between the neighboring islands will be accomplished by the contractor. Coordination with the customer and local ITO/TMO will be required.
3. Counseling to the customer will be performed by the Government and will include completing initial information on the DD Form 788 or commercial equivalent. This will be provided to the customer who will present it to the contractor when the POV is processed. The contractor is responsible for the joint inspection.

**Country: Guam**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Guam	Commander Naval Forces, Marianas Code N83 PSC 455, Box 190 FPO AP 96540-1500 Attn: Freight Terminal Dept.  POC: Lt. Bynum DSN 339-7239 FAX 339-6011	0800-1600	GO/CO FS-VPC	1 Nov 03

1. Location will be Government-Owned/Contractor-Operated.
2. Counseling to the customer will be performed by the Government and will include completing initial information on the DD Form 788 or commercial equivalent. This will be provided to the customer who will present it to the contractor when the POV is processed. The contractor is responsible for the joint inspection.
3. The VPC is located at the Naval Forces, Marianas.
4. The Government of Guam provides snake dogs.

**Country: Puerto Rico**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
San Juan	See 1 below.	0800-1600	CO/CO FS-VPC	1 Nov 03

1. A contractor-owned/contractor-operated VPC shall be located within a fifteen (15) mile radius of San Juan.
2. The contractor shall be responsible to obtain all clearances and fulfill all requirements unique to operations within Puerto Rico, e.g., tax tags, import insurance.

## Country: South Korea

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
837th Trans Bn Pusan	837th Trans Bn Pier 8 Kamman-Dong Nam Ku Pusan, Korea 608-070	0800-1700 Mon-Fri	GO/CO FS-VPC	1 Nov 03
Camp Kim Seoul	Camp Kim Bldg 1230 APO AP 96205	0800-1700 Mon-Fri	GO/CO FS-VPC	1 Nov 03
Taegu	20th Support Grp Bldg 1415 Camp Henry, Korea APO AP 96218-0562	0800-1700 Mon-Fri	GO/CO FS-VPC	1 Nov 03

1. The contractor shall not operate a container freight station at any of the VPCs in Korea. Container stuffing and unstuffing shall be performed at the contractor's facility; therefore, pick up and delivery of POVs shall be uncontainerized.

2. The contractor is responsible for all customs and agriculture clearances. Customs paperwork shall be provided with the POV and provided to the customer in order for the customer to register the POV upon pick-up.

Points of contact:

Pusan: Mr. Son	82-51-801-7177
Seoul: SFC Primus	82-2-7913-8476
Taegu: Mr. Kim	82-53-470-7589

## Country: Spain

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Rota, Spain Supply Dept OPSDIV Traffic Branch NAVSTA Rota	.	0900-1600 Mon-Fri <b>Except Local Holidays</b>	CO/CO FS-VPC	1 Nov 03
496 Air Base SQ Moron Air Base Seville, Spain	TMO. Unit 6585 APO 06943	By Appt	CO/CO QL-VPC	1 Nov 03

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Office of Defense Cooperation (ODC), Madrid, Spain	PSC 61, Box 2000 APO AE 09642	By Appt	CO/CO QL-VPC	1 Nov 03
JHQ SW, National Support Element, Madrid Spain (NATO)	PSC 840, Box 14 FPO AE 09649	By Appt	CO/CO QL-VPC	1 Nov 03
CINCUSNAVEUR DET RHQ South Lant Support Component Lisbon, Portugal	Transp. Officer PSC 83 Box 82 FPO AE 09726	By Appt	CO/CO QL-VPC	1 Nov 03
American Embassy Lisbon, Portugal	GSO PSC 83, Box GS APO AE 09726	By Appt	CO/CO QL-VPC	1 Nov 03

1. The 496th Air Base SQ, Moran AB, Seville; National Support Element, and Office of Defense Cooperation, Madrid, Spain; CINCUSNAVEUR DET and U.S. Embassy (GSO), Lisbon, Portugal are Quality of Life-VPCs. They are pick-up and drop-off points with low estimated volumes. To schedule an appointment for pick-up/drop-offs, the contractor shall coordinate with the transportation officer within 24 hours of receiving a POV destined for these locations or within 24 hours of being notified by the transportation office that a POV is ready for pick-up. The contractor shall only release/pick-up the POV to/from the customer/owner or representative. However, the contractor shall, at the specific request of the transportation office and upon approval of the Contracting Officer, release/pick-up the POV to/from the transportation office. Contractor will perform an initial agricultural inspection at the pick up point and final wash-down and inspection at the VPC facility in Rota prior to shipment of the POV. All POV pickups and turn ins will be by appointment.

For POVs inbound to Rota and Seville, the contractor shall prepare and submit to customs officials for signature a "Conduce", the Spanish customs temporary import document; and the signed "Conduce" will be delivered to the Security Department on Station for initiating POV registration requirements. For POVs inbound to ODC and NATO, Madrid, Spain; ; CINCUSNAVEUR DET and U.S. Embassy (GSO), Lisbon, Portugal the following applies:

a. **ODC Madrid**: The contractor will prepare and submit "conduces" to Spanish customs for approval and signature. "Conduces" allow members to drive their POVs for 45 days, pending final registration. The "conduces" will be submitted to Spanish customs via the Naval Station Rota Military Customs' Agent who prepares "solicitos" for the POVs and submits them with the "conduces" to Spanish customs for approval. The "solicitos" authorize the VPC to move POVs from the POD to the VPC warehouse in Rota, pending final customs' clearance. On receipt of the signed "conduces", the contractor delivers them to the Naval Station Rota Security POV Registration Office who advises ODC of POVs' arrival and forwards required customs documents, NAVEUR Forms NS-407. On receipt and processing of the NAVEUR Forms NS-407 from ODC, Security POV Registration Office arranges POV delivery dates with the VPC. VPC transports the POVs to ODC in Madrid via the Navy Exchange Service Station where vehicles are inspected by an authorized Spanish Traffic Inspector. On arrival in

Madrid, a VPC representative, prior to releasing the vehicles, performs joint quality control inspections with members. Registration requirements are accomplished by ODC in Madrid.

**b. For NATO Madrid:** The contractor will advise Naval Station Rota Customs Agent of POVs scheduled to arrive, providing complete shipping and POV data. Naval Station Rota Customs Agent prepares the Spanish customs forms, "solicitos", which authorize the contractor to move the POVs from the POD to the VPC warehouse in Rota, Spain. The contractor prepares and forwards NATO POV Customs Exemption Forms via fax to NATO Madrid. NATO Madrid arranges delivery dates with contractor and on the dates of delivery in Madrid, the contractor VPC representative and members jointly inspect the POVs. Final customs clearance and registration are performed by NATO in Madrid.

**c. CINCUSNAVEUR DET and U.S. Embassy (GSO), Lisbon, Portugal**

**Outbound POVs:** Contractor will perform initial agricultural inspections at the pickup point in Lisbon and final wash-down and inspection at the VPC facility in Rota prior to shipment of the POVs. All POV pickups and turn-ins will be by appointment. Contractor will truck POVs from Lisbon to the VPC in Rota on AE Forms 302. Transportation Officers at CINCUSNAVEUR DET and U.S. Embassy Lisbon will prepare the shipping documents. Following final inspection at Rota, contractor will book, load POVs into ocean containers and transport the containers to the POE. Copy of Form 302 for the POVs, stamped by Spanish Customs, will be returned to respective Transportation Officers, CINCUSNAVEUR DET and U.S. Embassy in Lisbon, who forwards the forms to Portuguese Customs.

**Inbound POVs:** VPC advises the Rota Naval Station Customs Agent of POVS scheduled to arrive, providing complete POV and shipment data. Customs Agent prepares "solicitos", Spanish Customs Forms, which permit the contractor to move POV ocean containers to the VPC warehouse in Rota. Contractor unloads ocean containers and notifies Transportation Officers either at CINCUSNAVEUR DET or the U.S. Embassy in Lisbon. POVs that can be accepted immediately are trucked to Lisbon where a joint inspection is made by the VPC representative and military/civilian members. POVs are transported from Rota to Lisbon on AE Form 302 that are prepared by the Supply Department Traffic Branch Shipping Section in Rota. POVs, for which transportation to Lisbon is not immediately arranged, are placed in SIT at the Rota VPC warehouse, pending request for shipment to Lisbon. Transportation Officers at CINCUSNAVEUR DET and the U. S. Embassy will affect final customs clearance in Lisbon of POVs for which they are responsible.

3. Loading and unloading ocean containers will be at the contractor's VPC facility in Rota, Spain.

**Points of Contact:**

**ROTA:**

**John M. Murphy**, SK1, USN  
COR

DSN 727-2422  
FAX 727-3181  
EMAIL

COM 34-956-822422  
COM 34-956-823181  
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PPTY Transportation Officer

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ROTA:

496<sup>th</sup> Air Base Squadron

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Jim Petty, TMO

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496abs.lggt@moron.af.mil

VPC Rota and QL-VPC Moron

Manolo Dominquez

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CELL PH. 670-51-3200

Juan Luis Acuna

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**1.2 CINCUSNAVEUR DET AND U.S. EMBASSY (GSO), LISBON, PORTUGAL**

Celia Quartin

FAX

E-Mail

COM (351-21) 440-4444/4310

COM (351-21) 440-4335

[cquartin.ito@mail.telepac.pt](mailto:cquartin.ito@mail.telepac.pt)

Country: Turkey

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Incirlik	Incirlik - Adana Turkey 01340	0800-1700 Mon-Fri 1200-1300 (Break)	CO/CO FS-VPC	1 Nov 03
Izmir	Bornova - Izmir Turkey 35050	0800-1700 Mon-Fri 1200-1300 (Break)	CO/CO FS-VPC	1 Nov 03
Ankara	U.S. Support Facility Balgat-Ankara-Turkey QL-VPC	0800-1700 By Appointment Only	CO/CO QL-VPC	1 Nov 03

1. All VPCs will be closed on Turkish National and Religious Holidays  
(See Appendix D).

2. All VPCs will be open half-days only each day before Turkish national and religious Holidays.

3. Contractor shall provided on-site customer service at Incirlik Air Base and Izmir Air Station from 0830 to 1630, Monday through Friday, except Turkish national and religitous holiday, as follows:

a. Contractor personnel shall be fluent in Turkish and English to include speaking, reading, and writing.

b. Customer service includes:

- providing inbound/outbound information sheets to the customers for completion and signature;
- obtaining customer's signature on Turkish Customs import Declaration forms-Beyanname;
- collecting copies of customers incoming/outgoing PCS orders;
- obtaining POV deregistration packets from customers for outbound POVs;
- pick up of necessary POV documents from TMO and/or Pass & ID offices
- notifying the customers of the arrival of their POVs;
- providing turn-in and / or pick-up appointment dates;
- attending and presenting smooth move and newcomers briefings

c. The U.S. Government will provide office space for contractor personnel and one DSN line per office.

d. The contractor is responsible for all additional lines; eg. commercial voice, fax, and modem.

## APPENDIX D

### NATIONAL HOLIDAYS

#### Holidays in U.S.:

1 <sup>st</sup> January	New Year's Day
3 <sup>rd</sup> Monday in January	Martin Luther King Day
3 <sup>rd</sup> Monday in February	Presidents Day
Last Monday in May	Memorial Day
4 <sup>th</sup> July	Independence Day
1 <sup>st</sup> Monday in September	Labor Day
2 <sup>nd</sup> Monday in October	Columbus Day
11 <sup>th</sup> November	Veterans' Day
4 <sup>th</sup> Thursday in November	Thanksgiving Day
24 <sup>th</sup> December	ILWU see note
25 <sup>th</sup> December	Christmas Day
31 <sup>st</sup> December	ILWU see note

#### Note:

**The Vehicle Processing Center will be closed from 12:00 - 16:00 due to local holiday.**

If a U.S. holiday falls on a Saturday, the official holiday is the preceding Friday.

If a U.S. holiday falls on a Sunday, the official holiday is the following Monday.

#### Holidays in Germany:

1 <sup>st</sup> January	New Year's Day	#1
6 <sup>th</sup> January	Three King's Day	#2 and #6
10 <sup>th</sup> April	Good Friday	#1
12 <sup>th</sup> April	Easter Monday	#1
1 <sup>st</sup> May	Labor Day	#1
21 <sup>st</sup> May	Ascension Day	#1
1 <sup>st</sup> June	Whit Monday	#1
11 <sup>th</sup> June	Corpus Christi	#2 and #3
8 <sup>th</sup> August	Feast of Peace	#4
15 <sup>th</sup> August	Assumption Day	#5
3 <sup>rd</sup> October	Day of German Unity	#1
1 <sup>st</sup> November	All Saint's Day	#2, #3 and #6
18 <sup>th</sup> November	Day of Prayer	#1
25 <sup>th</sup> December	First Christmas Day	#1
6 <sup>th</sup> December	Second Christmas Day	#1

#### Note:

#1 Holiday pertains to all states in Germany

#2 Holiday pertains to Baden-Wuerttemberg

#3 Holiday pertains to Hesse, North Rhine-Westfalia, Rhinland-Palatinate and Saarland

#4 Holiday pertains to Augsburg



#5 Holiday pertains to Saarland and Bavaria  
#6 Holiday pertains to Sachsen-Anhalt

**Holidays in England:**

1 <sup>st</sup> January	New Year's Day
28 <sup>th</sup> March	Good Friday
Monday after Easter Sunday	Easter Monday
5 <sup>th</sup> May	May Day
26 <sup>th</sup> May	Spring Bank Holiday
25 <sup>th</sup> August	Summer Bank Holiday
25 <sup>th</sup> December	Christmas Day
26 <sup>th</sup> December	Boxing Day

**Holidays in Italy:**

1 <sup>st</sup> January	Welcome To The New Year
6 <sup>th</sup> January	Befana
31 <sup>st</sup> March	Easter Monday (Changes Every Year)
25 <sup>th</sup> April	Liberation Day
1 <sup>st</sup> May	Labor Day
22 <sup>nd</sup> May	Livorno Patron's Day (Alternates With Pisa Patron's Day, 17 June)
1 <sup>st</sup> June	Corpus Domini
15 <sup>th</sup> August	The Assumption Of The Virgin
1 <sup>st</sup> November	All Saints' Day
2 <sup>nd</sup> November	Memorial Day
8 <sup>th</sup> December	The Virgin
25 <sup>th</sup> December	Christmas Day
26 <sup>th</sup> December	San Stephen's Day

**Holidays in Netherlands:**

1 <sup>st</sup> January	New Years Day
13 <sup>th</sup> April	Easter
30 <sup>th</sup> April	Queen's Birthday
5 <sup>th</sup> May	Liberty Day
21 <sup>st</sup> May	Ascension Day
1 <sup>st</sup> June	Whit Monday
25 <sup>th</sup> & 26 <sup>th</sup> December	Christmas Day

### Holidays in Puerto Rico:

1 <sup>st</sup> January	New Years Day
6 <sup>TH</sup> January	Three Kings Day
8 <sup>th</sup> January	Hostos Day
3 <sup>rd</sup> Monday in January	Martin Luther King, Jr. Birthday
3 <sup>rd</sup> Monday in February	Washington's Birthday
22 <sup>nd</sup> March	Abolition Day
Friday Prior to Easter Sunday	Good Friday
15 <sup>th</sup> April	Jose deDiego Day
Last Monday in May	Memorial Day
4 <sup>th</sup> July	Independence Day
15 <sup>th</sup> July	Luis Munoz Rivera Day
25 <sup>th</sup> July	Commonwealth Constitution Day
27 <sup>th</sup> July	Jose C. Barbosa Day
1 <sup>st</sup> Monday in September	Labor Day
2 <sup>nd</sup> Monday in October	Columbus Day
1 <sup>st</sup> Tuesday in November	Election Day
11 <sup>th</sup> November	Veterans Day
19 <sup>th</sup> November	The Discovery of Puerto Rico
4 <sup>th</sup> Thursday in November	Thanksgiving Day
25 <sup>th</sup> December	Christmas Day

### Holidays in Korea:

1 <sup>st</sup> -2 <sup>nd</sup> January	New Year
28 <sup>th</sup> -29 <sup>th</sup> February	Lunar New Year
1 <sup>st</sup> March	Independence Movement Day
1 <sup>st</sup> May	Labor Day
3 <sup>rd</sup> May	Buddha's Day
5 <sup>th</sup> May	Children's Day
6 <sup>th</sup> June	Memorial Day
17 <sup>th</sup> July	Constitution Day
15 <sup>th</sup> August	Liberation Day
3 <sup>rd</sup> October	National Foundation Day
5 <sup>th</sup> -6 <sup>th</sup> October	Chusok Day
25 <sup>th</sup> December	Christmas Day

### Holidays in Portugal

1 <sup>st</sup> January	New Year	(A/P)
17 <sup>th</sup> January	Martin Luther King Day	(A)
21 <sup>st</sup> February	Washington's Birthday	(A)
7 <sup>th</sup> March	Carnival	(P)
21 <sup>st</sup> April	Good Friday	(P)
23 <sup>rd</sup> April	Easter	(P)
25 <sup>th</sup> April	Liberty Day	(P)
1 <sup>st</sup> May	May Day	(P)

### Holidays in Portugal (Cont)

29 <sup>th</sup> May	Memorial Day	(A)
10 <sup>th</sup> June	Portugal Day	(P)
13 <sup>th</sup> June	St. Anthony's Day	(P)
22 <sup>nd</sup> June	Corpus Christi	(P)
4 <sup>th</sup> July	Independence Day	(A)
15 <sup>th</sup> August	Assumption Day	(P)
4 <sup>th</sup> September	Labor Day	(A)
5 <sup>th</sup> October	Procl Portuguese Republic	(P)
9 <sup>th</sup> October	Columbus Day	(P)
1 <sup>st</sup> November	All Saint's Day	(P)
10 <sup>th</sup> November	Veterans' Day	(A)
23 <sup>rd</sup> November	Thanksgiving Day	(A)
1 <sup>st</sup> December	Rest.Portuguese Independence	(P)
8 <sup>th</sup> December	Feast Immaculate Conception	(P)
25 <sup>th</sup> December	Christmas	(A/P)

**Legend: A, American - P Portuguese**

### Holidays in Spain

1 <sup>st</sup> January	New Year's Day
6 <sup>th</sup> January	3 Kings' Day
28 <sup>th</sup> February	Provincial Andalusia Holiday
20 <sup>th</sup> April	Holy Thursday
21 <sup>st</sup> April	Holy Friday
1 <sup>st</sup> May	Labor Day
15 <sup>th</sup> May	Spring Fair
15 <sup>th</sup> August	Virgin Mary
7 <sup>th</sup> October	Local Patron Saint's Day
12 <sup>th</sup> October	National Holiday (Columbus Day)
1 <sup>st</sup> November	All Saints Day
6 <sup>th</sup> December	Constitution Day
8 <sup>th</sup> December	Immaculate Conception
25 <sup>th</sup> December	Christmas Day

If a holiday falls on Saturday, the official holiday is the preceding Friday.

If a holiday falls on Sunday, the official holiday is the following Monday.

### Holidays in Turkey

1 <sup>st</sup> January	New Year's Day
7 <sup>th</sup> -10 <sup>th</sup> January (3 1/2 days)	<b>*Sugar Festival (End of Ramadan Month)</b>
15 <sup>th</sup> -19 <sup>th</sup> March (4 1/2 days)	<b>*Feast of Sacrifice</b>
23 <sup>rd</sup> April	National Sovereignty and Children's Day

### Holidays in Turkey (Cont)

19 <sup>th</sup> May	Commemoration of Ataturk and Youth's Day
30 <sup>th</sup> August	Victory Day
28-29 <sup>th</sup> October (1 1/2 days)	Republic Day
26-29 <sup>th</sup> December (3 1/2 days)	<b>*Sugar Festival (End of Ramadan Month)</b>

**NOTE:** Dates for religious holidays will be different each year due to the observance of lunar calendar for religious holidays. Holidays highlighted in bold will be different each calendar year

## **APPENDIX E**

### **DEFINITIONS**

**Acceptable Quality Level (AQL):** Maximum allowable degree of deviation from performance for each requirement that shall be allowed by the Government before the contract performance is considered unsatisfactory.

**Bluebark:** A code word used to designate a personal property shipment of a deceased member or a deceased dependent of a member.

**Booking:** Contractor generated documentation used to collect information from perspective customers leading to the preparation of the RTS for the transport of a POV.

**Coast Guard:** Naval or military coastal patrol of a nation, responsible for the protection of life and property at sea, coastal defense, and navigation laws.

**Commercial Bill of Lading:** Carrier documentation used to provide a record of transportation provided by the contractor.

**Contracting Officer:** A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

**Contracting Officer's Representative (COR):** A person designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

**Contract Modification:** Any written changes in the terms of the contract (e.g., specifications or other provisions of an existing contract) as signed by the Contracting Officer for unilateral modifications, and both by the Contractor and Contracting Officer for bilateral modifications.

**Customer:** Eligible military and Government civilian personnel or legal representatives by means of Power of Attorney. The term customer and "service member" or "member" are interchangeable.

**DSN:** Defense Switch Network, DOD-wide area telephone service.

**Department of Defense (DOD):** Includes Department of the Army, Navy, Air Force, Marine Corps, National Guard Bureau, and all other officers and agencies of the DOD.

**Direct Booking:** Reserving cargo space for over-ocean transportation directly with ocean carriers operating in the Defense Transportation System, while using booking procedures and software as directed by the DOD.

**Diversion:** Change in POV destination during transport.

**Foreign POV or Foreign-made POV:** A POV having a vehicle identification number (VIN) beginning with a number other than “1” or “4”. The number “1” or “4” indicates that the POV is manufactured in the United States.

**Frustrated Cargo:** Cargo that cannot be shipped for any reason and must be placed in a “hold” status.

**Full Service POV:** POV for which the contractor has complete and exclusive responsibility to move between origin and destination points.

**Full-Service VPC:** Contractor-Owned/Contractor-Operated or Government-Owned/Contractor-Operated facilities for POV processing that are open for designated operating hours. Facility usually contains customer waiting area, office space, inspection areas, and parking/storage areas.

**General Order POV:** POV transported in U.S. Customs bond.

**Government Bill of Lading (GBL):** A Government document used to procure freight and cargo transportation and related services from commercial carriers for the movement of material at Government expense.

**Government Directed Source (GDS):** Designated contracts issued by the Joint Traffic Management Office (JTMO), MTMC, and other service agreements applicable to DOD sponsored shipments to be used for the over-ocean movement of POVs under this contract.

**Hardlift:** Refers to a shipment to/from an area where there is no MTMC presence or where no government over-ocean carriage contract is in place for a particular POV move. Usually requires special arrangements with the State Department or arranged on a one-time-only basis.

**Independent Commercial Importer (ICI):** A company registered with the U.S. Environmental Protection Agency to bring vehicles into compliance with U.S. emissions specifications.

**Inland Movement of POV:** Transportation over land.

**Installation Transportation Officer (ITO) and Traffic Management Officer (TMO):** The person appointed or designated by the Commander of a military activity to perform traffic management functions. ITO/TMO may also refer to the office of the designated person.

**Measurement Ton (M/T):** Equivalent to 40 cubic feet. Cube divided by 40.

**Medevac shipment:** POV shipment whereby the POV is usually delivered to the member’s home due to the member’s becoming ill and/or injured.

**Misconsignment:** The shipment of a POV by the contractor to a destination other than that designated on the originating documents, or a shipment not authorized in accordance with regulations provided the Contractor, either of which will necessitate and result in a reshipment of a POV to its proper destination.

**MILSTAMP:** Military Standard Transportation and Movement Procedures, DOD Regulation 4500.32R.

**Nonconforming POV:** A POV that does not conform to U.S. safety and emissions specifications is considered a “nonconforming” POV. U.S. safety and emissions laws and restrictions apply to importing POVs to a customs territory of the U.S., which is any State of the U.S., the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

**Out of Pocket Costs:** Costs incurred by the contractor for services not otherwise specified in the Schedule of Supplies/Services. Compensation for out of pocket costs is only allowed if the services are provided under written order by the Contracting Officer, and the actions were not required due to fault or negligence of the contractor under the terms of the contract.

**Owner:** Individual as identified on vehicle registration.

**Partial Service POV:** POV for which the contractors responsible for some segment(s) of the total transportation and related services performed between origin and destination.

**Performance Requirements Summary (PRS):** A listing of critical performance indicators, standards and acceptable quality levels used in evaluating a contractor's performance.

**Permanently Installed:** Not loose, but mounted or installed in a matter that is not easily removed and/or susceptible to pilferage.

**PCS Travel Orders:** Permanent change of station orders, which are issued to service members as their official authorization to move personal property, family members, and themselves at Government expense.

**Port of Debarkation (POD):** An authorized point of entry into a foreign country or the United States.

**Port of Embarkation (POE):** An authorized point of departure from a foreign country or the United States.

**Privacy Act -** The Public Law which establishes an individual's right to privacy and right to request access and amendments of records maintained on himself which are contained in systems of records subject to specific restrictions.

**Private Vehicle Shipping Document:** DD Form 788 Series, includes DD 788, 788-1, and 788-2, hereinafter referred to as DD Form 788. These forms document the transfer and inspection of each POV shipped or received.

**Privately Owned Vehicle (POV):** The term "privately owned vehicle" means any self propelled wheeled motor vehicle including automobiles, motorcycles, motor scooters, pick-up and/or panel trucks, such trucks when converted to "campers", small auto vans and similar types (not to exceed 9-passenger capacity) and other passenger carrying or multi-purpose motor vehicles designed for overland ground transportation which while not specifically mentioned herein, may be found to qualify for shipment on the basis of the member's written certification that the vehicles are for his personal use as a passenger-carrying vehicle. The term "POV" does not include riding mowers, snowmobiles, motorized golf carts, go-carts or minibikes.

**Processing:** Actions relating to the receipt and delivery of the POV by the Contractor. This process includes joint inspection of the POV, preparation of all documentation, preparation of the vehicle for transportation, customer counseling, and agriculture and customs clearance.

**Quality of Life VPC (QL-VPC):** Locations that serve as low volume pick-up and drop-off points where the contractor does not operate a facility, but coordinates with the local ITO/TMO, who helps the contractor arrange an appointment with the ITO/TMO/QAE and the customer for service.

**Registered Importer (RI):** A company registered with the U.S. Department of Transportation to bring vehicles into compliance with U.S. safety specifications.

**Request for Transportation Services (RTS):** A written authorization from the ITO for the contractor to transport a POV.

**Required Delivery Date (RDD):** A specific calendar date on or before which the contractor agrees to offer the POV for delivery at contractor operated destinations or provide timely delivery at destinations not operated by the



contractor (partial service) to the customer or customer's agent. If the RDD falls on a Saturday; Sunday; U.S. National, Foreign National, or recognized State holiday, the RDD is the following working day.

Shipment: A movement of one POV from origin to destination.

Technical Exhibit (TE): Sample forms that are to be used in performance.

Transshipment: The movement of cargo received at port, processed and documented for shipment to a destination.

Unit Move: A volume move and relocation of a military unit during a specified time.

## **APPENDIX F**

### **DIRECT OCEAN BOOKING PROCEDURES**

1. Electronic exchange of booking information is required by this contract. Electronic Data Interchange (EDI) is the preferred method for exchange of this data. A Trading Partner Agreement (TPA) sets forth the terms and conditions governing the conduct of EDI transactions associated with the acquisition, movement, invoicing, and payment of transportation and related services from commercial providers. The contractor shall execute a TPA with MTMC no later than 14 calendar days after contract award.
2. The contractor shall utilize its own automated system for the direct booking of POV shipments with the government directed sources (GDS) for over-ocean carriage in accordance with the procedures cited herein. The contractor shall utilize upon its availability the government Integrated Booking System (IBS) for the purpose of direct booking of shipments with GDS for over-ocean carriage. The transition to IBS will be directed by the Contracting Officer and the contractor will be notified a minimum of 90 days prior to transitioning to IBS.
3. The contractor shall act as an authorized agent for the Government. The contractor shall be responsible for obtaining ocean transportation for POVs departing CONUS and OCONUS and will utilize the applicable GDS for these services as the guiding source of carrier selection, rates, and terms of carriage.
4. For the purposes of this contract the calculation of the low cost method will include the origin and destination inland linehaul costs plus the ocean transportation costs.
5. The contractor will use the priorities and policies for booking traffic that are outlined in the booking policies as specified by the GDS over-ocean shipping contracts. The contractor will tender the container/shipment to the ocean carrier as soon as possible after receipt of the POV to allow for movement to the destination within the required delivery dates (RDD) allotted.
6. Certain ocean transportation routes have maximum percentages for DOD cargo allocations. The Contracting Officer may direct the contractor to use specific ocean carriers.
7. The contractor shall obtain a U.S. flag nonavailability determination (authorization to use foreign flag vessels because U.S. flag vessel or combination U.S. flag/foreign flag service is not available) from the JTMO or its designee in accordance with applicable GDS. See H-6 of the Universal Service Container Contract as an example.
8. The contractor will maintain a record of all bookings for a minimum of four months after the sailing date of the vessel, a specific section of this log will record refusals by GDS ocean carriers.

If all carriers with rates filed in the applicable GDS refuse the shipment, or no rates exist, the contractor shall notify JTMO to make arrangements for movement. JTMO will provide arrangements within two business days to the contractor or the contractor shall make its own arrangements with any other U.S. flag carrier. However, all privately owned vehicle (POV) shipments that are booked under these conditions will be reported on a monthly basis to the addresses in Appendix J. The record/log shall contain at a minimum the following data:

- Service member's name
- Social Security number
- Destination/Origin
- Carrier(s) contacted with times and dates
- Carrier(s) utilized

9. POVs shall be booked on a breakbulk basis via roll on /roll off breakbulk carriers or on a container yard to container yard basis in accordance with Contracting Officer direction or priority of use of carriers between the two geographic areas. POVs shipped in containers shall be containerized by the contractor and offered to the ocean carrier on a shipper's Load, Stow and Count basis. The contractor is responsible for appropriate container stuffing and/or stripping, linehaul, and all other services related to shipping the POV. The contractor may maintain and operate any intermediate consolidation/marshaling points at its own expense. The contractor shall only utilize those ports as outlined in the applicable GDS. The contractor is responsible for all customs clearances in connection with ocean transport unless otherwise specified in this contract.

10. If a POV shipment involves ocean carriage over two oceans (i.e. Germany to Korea) it may be necessary to consider each ocean voyage separately for purposes of commercial ocean carrier use or booking.

11. For purposes of this contract, the calculation of the proper designated carrier under the GDS may include overall costs or the Best Value carrier as designated by the GDS.

12. From time to time during the period of the contract, the Contracting Officer may designate changes to carrier priority based on the GDS in place at the time.

# APPENDIX G

## GLOBAL POV ACCOUNTING INTERFACE CARGO AND BILLING SYSTEM (CAB)

### PORT HANDLING TRANSACTION FORMATS

GPC Field	Size	Position	PH Validation Requirements.	CAB Reference Table for validation	CAB Transaction Raw destination field and notes
TIC	2	1–2	—		Value = MA.
DIC3	1	3	Ref – See note	DIC_CDS	DIC3 – Value must always = ‘J’.
Imp/Exp	1	4	see note		EXPORT_IMPORT_IND – 1.
TCON	5	5–9	No Validation		
WCC	3	10–12	Ref	WATER_COMMODITY_CDS	WATER_COMMODITY_CD Suspend if not one of the following: 320 – automobile 340 – motorcycle 350 – oversize
CX	2	13–14	Ref (If not = Z9 suspend the transaction)	TYPE_SPECIAL_HANDLING and SPECIAL_HANDLING	1 <sup>st</sup> position = TYPE_SPECIAL_HANDLING ‘Z’ 2 <sup>nd</sup> position =SPECIAL_HANDLING_CD ‘9’
VSNO	4	15–18	no validation		VOYDOC_VESSELNO_REF If NULL set it to week ending date (Saturday) in which the activity occurred.
Vessel Status	2	19–20	Ref	VESSEL_STATUSES	VSTAT, value must = 61.
VPC–POE	3	21–23	Ref	VPC_PORTS_TO_PORTS	GPC_VPC_POE.
VPC–POD	3	24–26	Ref	VPC_PORTS_TO_PORTS	GPC_VPC_POD.
Transaction Type	1	27	Ref	TRANSACTION_TYPES	TRANSACTION_TYPE. Value = 6.
Type Pack	2	28–29	Ref	TYPE_PACK_CDS	TYPE_PACK. Value must = VO.
TCN	17	30–46	Validated for length and the values in the last 3 positions		TCN – 17 positions completely filled.
Carrier	4	47–50	No validation	CARRIERS	
A_C	1	51	See note 1.		DELETE_CD – Value = D.
LOC	2	52–53	—		

GPC Field	Size	Position	PH Validation Requirements.	CAB Reference Table for validation	CAB Transaction Raw destination field and notes
Transaction Date	5	54–58	Date.		It is the Service Member's pickup date in Julian Date (YYDDD) format.
Project	3	59–61	no validation		PROJECT_CD
Contractor ID	1	62	Ref	GPC_CONTRACTOR_S	CONTRACTOR_ID – value must = B.
Activity Code	3	63–65	Ref	ACTIVITY_CDS	ACTIVITY_CD – <b>Valid values are 911-915 and 919.</b> 911 – 913 – Full Service 914 – 915 – Full to Partial or Partial to Full Service 919 – Partial Service
TAC	4	66–69	Ref	TAC_CDS	TAC.
Pieces	6	70–75	1		PCS – Value = 1.
Pounds	7	76–82	>0		WT.
Cube	6	83–88	>0		CUBE.
Control No.	9	89–97	—		Not used. Value = 0
Voyage No.	6	98–103	no validation		VOYDOC
Vessel Name	14	104–117	no validation		VESSEL_NAME
Vessel POE	3	118–120	no validation		POE
Vessel POD	3	121–123	no validation		POD
Consignor	6	124–129	no validation	In the future the values might be included in DODAACS table	GPC_CONSIGNOR
Consignee	6	130–135	no validation	In the future the values might be included in DODAACS table	GPC_CONSIGNEE
USC_Clin	6	136–141	no validation		GPC_USC_CLIN
Filler	51	142-192	—		
Invoice Number	10	193-202			

#### Notes:

The transaction\_date from the file will be stored in the Activity\_date field. CAB will generate a transaction\_date, which will be the date the data was imported into the CAB system.

## OVER OCEAN GPC TRANSACTION FORMATS

GPC Field	Size	Position	OC Validation Requirements.	CAB Reference Table for validation	CAB Transaction Raw destination field and notes
TIC	2	1–2	No Validation		Value = MA.
DIC3	1	3	Ref – See note	DIC_CDS	DIC3 – Value must always = ‘J’.
Imp/Exp	1	4	see note		EXPORT_IMPORT_IND – 1.
TCON	5	5–9	Validate the value in the field to populate other necessary elements.		The valid values are: LT40, –GT40, MT, and EA.
WCC	3	10–12	Ref	WATER_COMMODITY_CDS	WATER_COMMODITY_CD Valid values are one of the following: 320 – automobile 340 – motorcycle 350 – oversize
CX	2	13–14	Ref (If not = Z9 suspend the transaction)	TYPE_SPECIAL_HANDLING and SPECIAL_HANDLING	1 <sup>st</sup> position = TYPE_SPECIAL_HANDLING ‘Z’ 2 <sup>nd</sup> position = SPECIAL_HANDLING_CD ‘9’
VSNO	4	15–18	no validation		VOYDOC_VESSELNO_REF If NULL set it to week ending date (Saturday) in which the activity occurred.
Vessel Status	2	19–20	Ref	VESSEL_STATUSES	VSTAT, value must = 61.
VPC–POE	3	21–23	Ref	VPC_PORTS_T O_PORTS	GPC_VPC_POE.
VPC–POD	3	24–26	Ref	VPC_PORTS_T O_PORTS	GPC_VPC_POD.
Transaction Type	1	27	Ref	TRANSACTION_TYPES	TRANSACTION_TYPE Value = 3.
Type Pack	2	28–29	Ref	TYPE_PACK_CDS	TYPE_PACK, Value must = VO.
TCN	17	30–46	Validated for length and the values in the last 3 positions		TCN – 17 positions completely filled. The last 3 characters of the TCN must be equal to ‘PXX’.
Carrier	4	47–50	Ref	CARRIERS	CARRIER_CD
A_C	1	51	Validated for value		DELETE_CD – Value = D.
LOC	2	52–53	—		Not used and is not stored in CAB.
Transaction Date	5	54–58	Date.		Date of delivery to POD.

GPC Field	Size	Position	OC Validation Requirements.	CAB Reference Table for validation	CAB Transaction Raw destination field and notes
Project	3	59–61	no validation		PROJECT_CD
Contractor ID	1	62	Ref	GPC_CONTRACTORS	CONTRACTOR_ID – value must = B.
Activity Code	3	63–65	Ref	ACTIVITY_CDS	ACTIVITY_CD Values must = 918.
TAC	4	66–69	Ref	TAC_CDS	TAC.
Pieces	6	70–75	1		PCS – Valid value = 1.
Pounds	7	76–82	>0		WT
Cube	6	83–88	>0		CUBE
Control No.	9	89–97	No Validation		Not stored in CAB.
Voyage No.	6	98–103	no validation		VOYDOC
Vessel Name	14	104–117	no validation		VESSEL_NAME
Vessel POE	3	118–120	Ref	PORTS	POE
Vessel POD	3	121–123	Ref	PORTS	POD.
Consignor	6	124–129	no validation		GPC_CONSIGNOR
Consignee	6	130–135	no validation		GPC_CONSIGNEE
USC_Clin	6	136–141	no validation		GPC_USC_CLIN
Filler	51	142–192	—		
Invoice Number	10	193–202			GPC_INVOICE_NR
Invoice TCN Amount	8	203–210			GPC_TCN_AMT
Invoice Total Amount	10	211–220			GPC_INVOICE_TOTAL_AMT

### **Notes:**

The transaction\_date from the file will be stored in the Activity\_date field. CAB will generate a transaction\_date, which will be the date the data was imported into the CAB system.

## **APPENDIX H**

### **PROCEDURES FOR HARDLIFT AREAS**

1. Shipments made during FY 1996 are attached as an example of estimated volume and areas considered “hardlift.” This is provided for information and is not considered inclusive of all possible hardlift movements. The list is not considered an estimate of workload quantities, as these movements are unpredictable. Areas listed herein are subject to being placed under a GDS by the Contracting Officer.
2. When a customer turns in a POV for shipment to a hardlift area, the contractor shall contact the Department of State Despatch office for movement instructions. The contractor shall move the POV to the VPC nearest the location designated by the Department of State Despatch Agent.
3. The contractor shall process the POV for movement and prepare all documentation including the DD Form 788, or commercial equivalent. The contractor shall provide the Despatch Agent with any required or advance information.
4. The contractor shall accept and process POVs arriving from hardlift areas for pick up by the customer.
5. The Department of State will:
  - (a) Upon completing the POV move, provide payment package to MTMC, Deployment Support Command, Attn: MTDC-RMS, 663 Sheppard Avenue, Fort Eustis, VA 23604-5000.
  - (b) For POVs being exported from CONUS, pick-up the POV from the MTMC vehicle processing center nearest the port of embarkation when the GPC contractor notifies the Department of State Despatch Agent that a POV has been received and needs to be transported to a hardlift area.
  - (c) For POVs being imported to CONUS, move the POV from the hardlift area and deliver the POV to the MTMC vehicle processing center nearest the POD.
  - (d) For POVs being moved between OCONUS locations (e.g., Germany) and hardlift areas, move the POV between the VPC (nearest the POE/POD) and the hardlift location which includes Full Service, Partial Service and Quality-of-Life VPCs.
  - (e) For POVs being moved between hardlift areas, move the POV from hardlift origin, to hardlift destination. (For information only, contractor has no responsibility for these shipments.)
  - (f) Coordinate with and assist the GPC contractor with movement instructions for hardlift POVs.



6. The following are the Department of State Despatch Agents:

CONUS

- U.S. Despatch Agent  
**Parkway Towers, Building B**  
485-B U.S. Route 1, South  
Iselin, NJ 08830-3013  
Telephone: 732-855-8880  
Fax: 732-855-8899
- U.S. Despatch Agent  
**2800 S. 192<sup>nd</sup> Street, Suite 108**  
Seattle, WA 98188  
Telephone: 206-764-3805  
Fax: 206-764-6660
- U.S. Despatch Agent  
2200 Broening Highway, Room 125  
Baltimore, MD 21224  
Telephone: 410-631-0043  
Fax: 410-631-0058
- U.S. Despatch Agent  
**P.O. Box 522396, General Mail Facility**  
Miami, FL 33152-2396  
Telephone: 305-526-2905  
Fax: 305-526-2596

OCONUS

- U.S. Despatch Agent  
Antwerp, Belgium  
Telephone: 0 11 323-542-4775  
Fax: 0 11 323-542-6567

# HARDLIFT MOVEMENTS

## FY96 MOVEMENTS TO/FROM THE COUNTRIES NAMED BELOW AND CONUS:

AFRICA	TO	FROM	MEDITTERANEAN	TO	FROM	SOUTHEAST ASIA	TO
Angola	1	0	Crete	1	0	Burma	2
Congo	2	0	Cyprus	2	0	Cameroon	3
Djibouti	2	0	Portugal	16	18	Ceylon	1
Ethiopia	4	0	Sardinia	4	2	China	4
Ghana	1	2	Sicily	9	10	India	8
Ivory Coast	4	3	Tunisia	4	2	Java	2
Kenya	3	2	<b>SUB TOTAL</b>	37	61	Malaya	2
Madagascar	0	1				Pakistan	6
Senegal	2	0	<b>PACIFIC</b>			Thailand	28
South Africa	7	2	American Samoa	25	2	<b>SUB TOTAL</b>	56
Tanzania	1	0	Australia	84	66		
<b>1.3 SUB TOTAL</b>	27	10	Fiji	1	1		
			New Zealand	5	7	<b>SOUTHWEST ASIA</b>	
<b>CARIBBEAN</b>			Philippines	36	3	Bahrain	236
Bahamas	4	5	<b>1.4 SUB TOTAL</b>	151	79	Egypt	280
Dominican Rep.	3	0				Israel	10
Haiti	0	1				Jordan	5
Honduras	3	1	<b>S. AMERICA</b>			Kuwait	10
Jamaica	3	3	Argentina	4	1	Morocco	0
Lesser Antilles	3	11	Brazil	9	6	Oman	4
Peru	11	1	Chile	25	2	Saudi Arabia	2
<b>SUB TOTAL</b>	27	22	Columbia	11	0	UAE	0
			Costa Rica	2	0	Yemen	0
			Ecuador	5	1	<b>1.5 SUB TOTAL</b>	553
			El Salvador	8	1		
<b>EUROPE</b>			Guatemala	3	1		
Denmark	7	6	Guyana	6	1		
Finland	12	3	Paraguay	2	0	<b>GRAND TOTAL</b>	975
Ireland	0	1	Uruguay	3	0		
Norway	21	14	Venezuela	1	10		
Poland	3	0		79	23		
Sweden	1	3	<b>1.6 SUB TOTAL</b>				
USSR	1	3					
<b>SUB TOTAL</b>	45	30					

## APPENDIX I

### CUSTOMS AND AGRICULTURE INSPECTION AND OPERATION PROCEDURES (EUROPE)

#### **Military Customs Inspection Checklist**

for Contracted POV Site

##### **A. PROGRAM; GENERAL.**

YES

NO

1. Is last year's technical inspection report available for the team to review?

\_\_\_\_\_

\_\_\_\_\_

2. Have all deficiencies noted during last year's inspection been corrected?

\_\_\_\_\_

\_\_\_\_\_

3. Is there one central POC (US military or DOD civilian - not contractor) identified for the site with whom EA can work with to correct any problems that develop?

\_\_\_\_\_

\_\_\_\_\_

4. Is the POC MCI trained?

\_\_\_\_\_

\_\_\_\_\_

5. Are all inspectors trained / certified by the Executive Agency? (how many inspectors work at this facility?)

\_\_\_\_\_

\_\_\_\_\_

##### **B. STAMP CONTROL.**

1. Is the inspection stamp design in the correct format? (obtain stamp impression)

\_\_\_\_\_

\_\_\_\_\_

2. How many inspection stamps are there? (maintain only the minimum number of stamps required to accomplish the mission)

\_\_\_\_\_

\_\_\_\_\_

3. Are the stamps secured in a key locked container which is secured to the building or is of sufficient size to minimize theft of the entire container?

\_\_\_\_\_

\_\_\_\_\_

5. Is access to the stamp container limited to the inspectors?

\_\_\_\_\_

\_\_\_\_\_

6. Is red ink used for the stamp impression?

\_\_\_\_\_

\_\_\_\_\_

##### **C. PRIVATELY OWNED VEHICLE PROGRAM.**

Average number of POV shipments to CTUS quarterly:

1st\_\_\_\_\_, 2nd\_\_\_\_\_, 3rd\_\_\_\_\_, 4th\_\_\_\_\_.

1. Are POVs examined in the presence of the owner /agent?  
[ED 30-3, para 6-3b]

\_\_\_\_\_

2. Are all POVs examined for compliance with USDA  
requirements?

\_\_\_\_\_

3. Is there an undercarriage inspection capability (i.e., pit  
lift, hoist, ramp, etc.) used for the inspection?

\_\_\_\_\_

4. Is the owner shown where the deficiencies are  
located when the POV is rejected for USDA reasons?  
[no reference]

\_\_\_\_\_

5. Are POVs staged on hard stand which is free of soil, weeds/grass,  
and insect or snail infestation?  
( hard stand may be six inches of gravel, but must be maintained to  
preclude the development of “pot holes” or mud seepage or  
plant growth)

\_\_\_\_\_

6. Does the POV customs holding area provide  
protection against agriculture infestation?

\_\_\_\_\_

**Privately Owned Vehicle (POV)  
Standard Operating Procedure (SOP)  
for  
Contractor Operated POV Sites**

**1. References.**

- a. DOD Regulation 5030.49R,
- b. USEUCOM Directive 30-3,

2. The provisions of this SOP apply only to POV shipped from contractor operated facilities, and do not address POV that are shipped as a part of household goods (i.e. motorcycles, mopeds, etc.).

**3. Overseas Agriculture Clearance of Privately Owned Vehicles.** All POV belonging to the individuals identified in DOD Regulation 5030.49R, paragraph 8001a, being transported from Europe to the Customs Territory of the United States (CTUS) through DOD channels will be cleared at an overseas POV inspection facility.

a. Processing requires the POV to be inspected for agriculture concerns. The inspector must ensure the vehicle is free of all soil and agriculture pests, especially the undercarriage. When soil or other agriculture contamination is found, the owner will be shown the area requiring cleaning and the POV will be rejected, or the contractor will clean the offending area. If contraband, or a suspected contraband hiding area is discovered the military/security police will be immediately notified. The agriculture inspection will be accomplished by an agriculture trained inspector using a well lighted pit, ramp or lift.

b. The owner will turn the POV into the POV holding area once the vehicle is agriculture cleared. The POV holding area must be co-located on the same installation as the agriculture inspection facility. This will restrict POV movement to hard surface and reduce the risk of agriculture contamination while in transit to the POV holding area. The owner is responsible to ensure the vehicle does not become dirty while driving from the agriculture inspection point to the POV turn in point.

c. POV agriculture inspections will continue to be performed during extreme weather involving heavy snow and ice conditions. Should snow and/or ice collection on the undercarriage prevent the inspector from determining it to be clean, the following statement will be written in the remarks block, section B, of the DD Form 1252: "Unable to determine the status of the undercarriage because of snow/ice." The DD Form 1252 will not be red lined.

**4. POV Holding Area.** The POV holding area, to meet US Department of Agriculture standards, must be a hard stand or a gravel lot that is soil, weed and snail free. When a gravel lot is used it must have a minimum of six inches of gravel and be maintained to ensure soil does not seep up to the surface.

**5. Contraband Finds.** Positive contraband finds within POV will be reported in accordance with local law enforcement procedures. The USEUCOM Executive Agency for Customs will be telephonically notified when narcotics are found in POV (DSN 381-7466/8381). The report will include the following information: Owner's name, rank, SSAN, unit, POV description, type and amount of narcotic found, location and description of how the narcotic was concealed and how the narcotic was discovered.

**6. Completion of Documentation.**

a. The POV owner is responsible for completion of Section A, DD Form 1252 (US Customs Declaration For Personal Property Shipments) or its successor form. In the open space on line 1 after Declaration for: the owner will print a brief description of the vehicle (e.g., 1992 Buick Skylark, 4dr) and the vehicle identification number (VIN). The owner must sign and date the form.

b. The agriculture inspector, after the POV passes inspection, will certify all copies of the DD Form 1252, by placing an agriculture stamp impression, using red ink, on the lower right corner in Section A. The POV site contractor will ensure the shipper, or shipper's representative, signs the declaration on the DD Form 1252.

## **7. Report Requirements.**

a. A copy of the load list that identifies all POV shipped from the POV site will be forwarded to the USAREUR Provost Marshal Office, ATTN: AEAPM-MC, Unit 29931, APO AE 09086, NLT the 1st of each month for the preceding month.

b. Additionally, a cover letter forwarding the above material will provide the following information:

(1) Total number of POV shipped by the site for the month.

(2) The number of POV redlined for USDA concerns.

**8. Inspector Requirements.** Agriculture POV inspectors may be military personnel, DOD civilian employees, U.S. Government employees (i.e., local national civilian employees) or they may be contractor hired personnel. Agriculture POV inspectors are required to complete a four hour block of instruction. Two hours will be classroom instruction agriculture concerns and important agriculture pests and diseases, the MCI program, pertinent regulations and the art of inspection; two hours will be hands-on on-the-job training. Instruction will be provided by the Executive Agency for Customs, USAREUR Provost Marshal Office.

## **SENIOR MILITARY CUSTOMS INSPECTION (SMCI)**

Contractor agriculture inspectors must attend an instructional four-hour course and be certified in accordance with all applicable laws and regulations prior to conducting agriculture inspections. The course is entitled Senior Military Customs Inspection (SMIC) course and will be provided by the government. Government Point of Contact for course availability and scheduling is the Contracting Officer.

## **9. Stamp Requirements.**

a. The agriculture examination circular stamp is 5.5 cm in diameter; the word AGRICULTURE appears on the upper half and the word INSPECTED appears on the bottom half. The A/FPO number will be the A/FPO number of the local community in which the POV inspection site is located. This number will be centered on a top and bottom line and will appear through the middle of the stamp just below stamp center.

b. The stamp impression will be made using red ink. The inspector will use a normal single line date stamp to place the POV inspection date in the open space under the APO number. The inspector will sign his name in the open space, on the line above the APO number.

c. The stamp will be procured locally. The stamp is a controlled item and will be secured when not in use to ensure it is not misused.

b. Blank DD Form 1252 will **not** be stamped with the USDA inspection stamp.

**10. Additional USCS/USDA Requirements.**

a. Monthly unannounced inspections will be conducted by the local MCI program responsible for personal property moves. The inspection will be documented similar to the warehouse inspections required by reference lb . The inspection will verify that:

- (1) Agriculture inspectors are properly trained.
- (2) Agriculture inspectors understand the POV examination requirements.
- (3) DD Form 1252 is completed correctly and blank forms are not stamped.
- (4) The inspection stamp is controlled.
- (5) The POV holding area meets USDA requirements.

b. Concerns identified during the monthly unannounced inspection will be identified to the Executive Agency for Customs.

c. The contractor POV site will be part of the USDA annual accreditation inspection process.

d. Interpretation of the above requirements or procedural changes will be coordinated with the USEUCOM Executive Agency for Customs and approved by the USDA.

## **POV INLAND MOVEMENT PROCESSING FACILITY MONTHLY INSPECTION CHECKLIST**

1. Time/date of SMCI check:
2. Location of POV facility:
3. Name/rank of SMCI:

### AGRICULTURAL CLEARANCE

4. Do the agricultural inspectors have training certificates Yes [ ] No [ ]
5. Is the POV facility equipped with a pit and adequate lights Yes [ ] No [ ]
6. Does the POV inspector examine the vehicle undercarriage for agricultural infestation? Yes [ ] No [ ]
7. Does the inspector have a handheld inspection mirror and working flashlight available? Yes [ ] No [ ]
8. Does the inspector stamp the DD FM 1252 after USDA clearance and is red ink used for the stamp impression? Yes [ ] No [ ]

### STERILITY REQUIREMENTS/POV HOLDING AREA

9. Is the POV holding area soil, weed and snail free? Yes [ ] No [ ]
10. If a gravel lot is used, is there a minimum of six inches of gravel? Yes [ ] No [ ]

### STAMP REQUIREMENTS

11. Are the proper agricultural examination stamps used? Yes [ ] No [ ]
12. Is the stamp secured to prevent misuse? Yes [ ] No [ ]

### POV DOCUMENTATION

13. Does the owner print a brief description of the vehicle and the vehicle identification number (VIN) on line 1 of DD Form 1252? Yes [ ] No [ ]
14. Does the owner date and sign DD Form 1252? Yes [ ] No [ ]

POV Inspector: SMCI:  
(name & signature) (signature)  
(use reverse side of this sheet for remarks/comments on deficiencies and stamp impression)



**Agriculture Inspection Checklist  
for  
Privately Owned Vehicles (POVS)**

1. Inspectors should examine vehicles carefully for the following prohibited items:

- a. Soil/mud
- b. Insects
- c. Snails
- d. Plant material - leaves, grass, seeds, etc.
- e. Discarded food items - meat scraps, orange peels, food wrappers, etc.

2. Perform vehicle inspections in the following sequence:

- a. Exterior
- b. Interior - floor under seats trunk spare tire & spare tire well
- c. Engine compartment

d. Undercarriage - tires and wheels fender wells behind bumpers axles and differentials frame rails transmission and transfer case spare tire & spare tire carrier (where applicable). The removal of **oil soaked** build up on drive train components and undercarriage is not required

3. Vehicles which fail inspection must be returned to owners for corrective action. Inspectors must identify deficiencies to owners and explain what action is necessary to make corrections. Customers should be provided an inspection rejection sheet with specific areas indicated for re-inspection. This will preclude the necessity for a complete re-inspections. Recommend customers returning for **partial** re-inspections be permitted to move ahead of the line for corrective, and in most cases, quick re-looks. Some re-looks of bumper areas/interiors do not require vehicles to be placed over a pit and may be accomplished on a hard stand near or adjacent to the inspection pit.

4. USDA does not have a requirement for POV to be steamed cleaned. **Steam cleaning** and/or high pressure hose may facilitate the cleaning; however it **is not a requirement**. Additionally, owners must be aware that steam cleaning may be harmful for some vehicles as it could remove protective undercoating or cause damage to vehicle parts.

## **APPENDIX J**

### **PROCEDURES FOR REQUESTING USE OF FOREIGN FLAG VESSELS**

1. A justification certificate is required for the use of a foreign flag vessel (see Attachment B, Form-5). The contractor shall request permission to use a foreign flag vessel by submitting the required certificate for authorization to the appropriate authority cited in paragraph 4. below. The request shall be submitted within, but not more than ten (10) calendar days following the date of receiving the POV, but not less than two (2) working days prior to booking with the GDS.
2. Use of a foreign flag vessel is not authorized when the contractor, for its convenience, selects a port where ocean transportation is available only by foreign flag vessel in lieu of a port customarily served by U.S. flag vessels. Therefore, when the contractor, for its convenience, elects to use a port not normally serviced by U.S. flag vessels, the certificate for use of a foreign flag vessel from that port will not be approved. Selection of such a port is at the contractor's risk should it become necessary to divert the shipment to a port providing U.S. flag vessel service. The movement of cargo partly by U.S. flag vessel and partly by foreign flag feeder vessel will not be approved when a U.S. flag vessel is available to transport POVs to the destination. If any segment of the intended routing involves use of a foreign flag vessel, a justification certification is required, and the contractor shall obtain approval prior to booking of shipment with the ocean carrier.

#### **3. PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG VESSELS (10 U.S.C. 2634)**

(a) Pursuant to 10 U.S.C. 2634, when a service member is ordered to make a change of permanent station, from a permanent station inside CONUS to a permanent station OCONUS, or from a permanent station OCONUS to another permanent station, one POV may be transported at the government's expense on U.S.-flag vessels, if U.S.-flag vessels are reasonably available.

(b) The contractor shall use ships registered under the laws of the United States for all such shipments it receives under this contract.

(c) To the extent any U.S.-flag vessels are not available, the contractor shall obtain the prior written authorization of the contracting officer to use a foreign flag vessel.

#### **4. INDIVIDUALS OFFICES AUTHORIZED TO APPROVE USE OF FOREIGN FLAG VESSELS:**

MTMC-Fort Eustis

Telephone/FAX/E-Mail

COM: 757-878-5110/5114

FAX: 757-878-1810

**MTMC-Europe**

Rotterdam, The Netherlands

**Telephone/FAX/E-Mail**

COM: 31 10 459 2313

DSN: 362-2313

FAX: 31 10 459 2312

COM: 31 10 459 2345

DSN: 362-2345

FAX: 31 10 459 2380

COM: 31 10 459 2523

DSN: 362-2523

FAX: 31 10 459 2380

**OCCA-Pacific**

Yokohama, Japan

**Telephone/FAX/E-Mail**

COM: 81 45 453 5786

DSN: 235-6619

FAX: 81 45 453 7095

## **APPENDIX K**

### **SERVICES REQUIRED AT PARTIAL SERVICE LOCATIONS**

The descriptions in this appendix assume containerized services are utilized. Breakbulk (Roll-on/Roll-off) and overland movements are allowed; therefore, references to container stuffing and unstuffing may not be necessary depending upon the movement characteristics.

#### **ALASKA (Except Anchorage and Fairbanks Movements)**

1. POVs inbound to Alaska other than traffic to the Full Service VPCs in Anchorage and Fairbanks (see Appendix B), shall be booked with the applicable GDS ocean carrier and delivered to the GDS ocean carrier's terminal in the Tacoma, WA port area. All services for Alaska are provided by the GDS ocean carrier. The contractor transfers custody upon POV delivery to the GDS ocean carrier.
2. POVs outbound from Alaska, other than traffic from the Full Service VPCs in Anchorage and Fairbanks (see Appendix B), will be booked with the applicable GDS ocean carrier by the Government. The contractor will be notified by the GDS ocean carrier when POVs are available for pickup and the contractor shall move the POV from the GDS ocean carrier's terminal in the Tacoma, WA port area to the final destination. The contractor accepts custody upon POV pick-up from the GDS ocean carrier.

#### **Special Notes:**

1. The contractor is not responsible for payment of ocean carriage pass through charges for POVs moving to/from Alaska.
2. Upon booking with the GDS ocean carrier, the contractor shall provide a copy of the documentation (DD Form 788) and booking information to the 833rd Transportation Battalion, Seattle, WA.
3. Advance shipping information for POVs inbound to Seattle, WA from Alaska will be provided to the contractor by the shipping office in Alaska.

POC: 833rd Transportation Battalion, 4735 East Marginal Way South,  
Seattle, Washington 98134-2391.

Telephone: 206-764-6528

## AUSTRALIA

### **Inbound to Australia:**

For POVs inbound to Australia the contractor shall: clean the container and provide dunnage suitable for import into Australia, book the POVs with the applicable GDS ocean carrier and deliver the POV to the GDS ocean carrier's applicable CONUS west coast terminal. The contractor transfers custody upon POV delivery to the GDS ocean carrier.

### **Outbound from Australia:**

For POVs outbound from Australia, the Government will book the POVs with the applicable GDS ocean carrier. The contractor will be notified by the GDS ocean carrier when POVs are available for pickup. The contractor shall be responsible for arranging customs entry and clearances, and the contractor shall move the POV from the GDS ocean carrier's CONUS west coast terminal to the destination VPC. The contractor accepts custody upon POV pick-up from the GDS ocean carrier.

For information regarding operations in Adelaide, Australia, where vehicles clear customs and quarantine, contact International Cargo Services (Mr. Geoff Howard), 335 Findon Road, Kidman Park, SA 5025, **Outside Australia phone:** 61-8-8355-3000, FAX 61-8-8355-3111. **Inside Australia phone:** 08-8355-3000 FAX 08-8355—3111. Email: [ghoward@intcargo.com.au](mailto:ghoward@intcargo.com.au)

For shipments consigned to Alice Springs, Northern Territory, Australia contact the destination Transportation Office, ESC/DI Field Office M, PSC 276, APO AP 96548, **Outside Australia phone:** 61-8-8951-2048, FAX 61-08-8951-2062. **Inside Australia phone:** phone 08-8951-2048, FAX 08-8951-2062.

For all other locations within Australia other than Alice Springs, the destination Transportation Office is:

#### **1.7 APO MAIL**

337<sup>th</sup> Air Support Flight/LGT  
Unit 11004  
APO AP 96549

#### **INTERNATIONAL MAIL**

337<sup>th</sup> Air Support Flight  
US EMBASSY  
Canberra Australia 2600

#### **1.8 INTERNATIONAL TELEPHONE NUMBER**

Phone: 011-61-2-6214-5879/5610

Fax: 011-61-2-6273-5231

#### **1.9 WITHIN AUSTRALIA**

Phone: 02-6214-5879/5610

Fax: 02-6273-5231

#### **1.10 EMAIL**

[LGT337@BIGPOND.COM](mailto:LGT337@BIGPOND.COM)

[LGTT337@BIGPOND.COM](mailto:LGTT337@BIGPOND.COM)

## **PRAIA, Azores:**

1. For POVs inbound to the Azores, the contractor shall book the POVs with the applicable GDS ocean carrier and deliver POVs to the GDS ocean carrier's terminal in the Norfolk, VA port area. All services are provided by the GDS ocean carrier and the local military operation in Azores. The contractor transfers custody upon POV delivery to the GDS ocean carrier. The contractor shall provide advance shipping information to the MTMC Azores VPC.

2. For POVs outbound from Azores, the Government will book the POV with the applicable GDS ocean carrier. The contractor will be notified by the GDS ocean carrier when POVs are available for pickup. The contractor shall be responsible for arranging customs entry and clearances and the contractor shall move the POV from the GDS ocean carrier's terminal in the Norfolk, VA port area to final destination. The contractor accepts custody upon pick-up from the GDS ocean carrier.

POCs: Azores Detachment, PSC 76, APO 09720-5000, Lajes Island, Azores  
Telephone: (011351) 295-57369/576419 DSN: (312) 535-3691/6419

## **BAHRAIN**

### **Inbound to Bahrain:**

For POVs inbound to Bahrain, the contractor shall book the POVs with the applicable GDS ocean carrier and deliver the POVs to the GDS ocean carrier's applicable CONUS terminal. The contractor transfers custody upon POV delivery to the GDS ocean carrier.

### **Outbound for Bahrain:**

For POVs outbound for Bahrain, the Government will book the POVs with the applicable GDS ocean carrier. The contractor will be notified by the GDS ocean carrier when POVs are available for pickup. The contractor shall be responsible for arranging customs entry and clearances, and the contractor shall move the POV from the GDS ocean carrier's terminal to the destination VPC. The contractor accepts custody upon POV pick-up from the GDS ocean carrier.

For information regarding operation in Bahrain,

### **POC:**

Director, Personal Property Division  
U.S. Naval Support Activity Bahrain  
FPO AE 09834-2800

Tel: Com: 011-0973-72-4265 DSN: 318-439-4265

Fax: Com: 011-0973-72-4002 DSN: 318-439-4002

## **CUBA (Guantanamo Bay)**

### **Outbound from Cuba:**

1. The contractor shall pick up POVs from Cuba at the GDS ocean carrier's Jacksonville, FL area terminal.
2. The GDS ocean carrier is responsible for receiving POVs from the customer or the Government's agent at the Guantanamo Bay terminal.
3. The contractor shall perform a joint inspection with the GDS ocean carrier and accept custody.
4. The contractor shall move the POV to the final destination VPC.

### **Inbound to Cuba:**

1. All POVs bound for Guantanamo Bay, Cuba shall be booked with the applicable GDS ocean carrier and moved to the GDS ocean carrier's Jacksonville, FL area terminal.
2. The contractor shall transfer custody to the GDS ocean carrier, which is responsible for receiving/issuing POVs from/to the contractor at the GDS ocean carrier's Jacksonville, FL area terminal.
3. The GDS ocean carrier is responsible for issuing POVs to the customer or the Government's agent at the Guantanamo Bay terminal.

POC in Cuba: Traffic Management Office, PSC 1005, Box 33, FPO AE 09593-0133.

Telephone: 011-5399-4206/4495

Fax: 011-5399-4562

### **Special Note:**

1. The contractor **is** responsible for payment of ocean carriage pass through charges for POVs moving to Cuba; the contractor **is not** responsible for payment of ocean carriage pass through charges for POVs moving from Cuba.
2. Advance shipping information for POVs inbound to Jacksonville, FL from Cuba will be provided to the contractor by the shipping office in Cuba.

## **PIRAEUS, Greece:**

### **Outbound from Piraeus, Greece:**

1. Contractor performs joint inspection with MTMC Piraeus VPC representative
2. Contractor receives POV at the MTMC Piraeus VPC and assumes custody
3. Contractor stuffs POV in ocean container
4. Contractor moves ocean container/POV to the commercial port
5. Contractor arranges ocean transportation and delivers POV to final destination

### **Inbound to Piraeus, Greece:**

1. Contractor arranges ocean transportation to Piraeus, Greece
2. Contractor moves POV from commercial port to MTMC Piraeus VPC
3. Contractor unstuffs ocean container at the MTMC Piraeus VPC
4. Contractor performs joint inspection with the MTMC Piraeus VPC representative
5. Contractor transfers custody to MTMC Azores

POCs: MTMC 953rd US Army Transportation Company, PSC 107, Box 1300, APO AE 09841, Piraeus, Greece.  
Telephone: (01130) 1-400-2037/2111/7865

## **YOKOHAMA, Japan**

### **Inbound to Yokohama:**

For POVs inbound to Yokohama, the contractor shall book the POVs with the applicable GDS ocean carrier and deliver the POV to the GDS ocean carrier's applicable CONUS west coast terminal. The contractor transfers custody upon POV delivery to the GDS ocean carrier.

### **Outbound from Yokohama:**

For POVs outbound from Yokohama, the Government will book the POVs with the applicable GDS ocean carrier. The contractor will be notified by the GDS ocean carrier when POVs are available for pickup. The contractor shall be responsible for arranging customs entry and clearances, and the contractor shall move the POV from the GDS ocean carrier's CONUS west coast terminal to the destination VPC. The contractor accepts custody upon POV pick-up from the GDS ocean carrier.

For information regarding operations in Japan contact the Pier Operations Branch, Cargo Operations Division at commercial 011-81-6678/6592.



## **KEFLAVIK, Iceland (Naval Air Station)**

1. POVs inbound to Iceland shall be booked with the applicable GDS ocean carrier and delivered to the GDS ocean carrier's terminal in the Norfolk, VA port area. All services are provided by the GDS ocean carrier and the local military operation in Iceland. The contractor transfers custody upon POV delivery to the GDS ocean carrier.
2. POVs outbound from Iceland shall be booked with the applicable GDS ocean carrier by the Government. The contractor will be notified by the GDS ocean carrier when POVs are available for pickup and the contractor shall move the POV from the GDS ocean carrier's terminal in the Norfolk, VA port area to the final destination. The contractor accepts custody upon POV pick-up from the GDS ocean carrier.

### **Special note:**

1. The contractor **is** responsible for payment of ocean carriage pass through charges for POVs moving to Iceland; the contractor **is not** responsible for payment of ocean carriage pass through charges for POVs moving from Iceland.
2. Advance shipping information for POVs inbound to Norfolk, VA from Iceland will be provided to the contractor by the shipping office in Iceland.

POC in Iceland: Transportation Br Mat Div, U.S. Naval Air Station Keflavik Ic, PSC 1004  
BOX 21, FPO AE 09728-0321

Telephone: 011-354-425-7831 or DSN: 450-7831  
Fax: 011-354-425-7524

## **LA MADDALENA, Sardinia, Italy:**

### **Outbound from La Maddalena:**

1. Contractor performs joint inspection with government representative.
2. Contractor receives POV at the La Maddalena VPC and assumes custody.
3. Contractor moves POV from La Maddalena VPC to the commercial port.
4. Contractor arranges and provides transportation using Naples as the servicing port.
5. Contractor delivers POV to final destination.

### **Inbound to La Maddalena:**

1. Contractor arranges and provides transportation to La Maddalena using Naples as the servicing port.
2. Contractor moves POV from commercial port to La Maddalena VPC.
3. Contractor performs joint inspection with government representative.
4. Contractor transfers custody to La Maddalena VPC.

POC:

La Maddalena, Sardinia, Italy: Personal Property Shipping Office, Supply Dept.  
U.S. Naval Support Activity  
PSC 816, Box 1795  
FPO AE 09612-0051  
DSN 623-8333, CML 011-039-789-798-333

### **Special Notes:**

1. It is not feasible to perform containerization services (stuffing and unstuffing) at the La Maddalena location. The contractor shall perform containerization services (stuffing and unstuffing) at the Naples VPC, use Naples as the servicing port for La Maddalena, and deliver the POV to the final destination.
2. The La Maddalena Vehicle Processing Center (VPC) is a Government-Operated facility.

## **STAVANGER, Norway**

### **Outbound from Stavanger, Norway:**

1. Contractor performs joint inspection with USAFE representative
2. Contractor receives POV at USAFE Stavanger and assumes custody
3. Contractor stuffs POV in ocean container at USAFE Stavanger
4. Contractor moves ocean container/POV from USAFE Stavanger to commercial port Oslo
5. Contractor arranges ocean transportation, prepares all documentation, and delivers POV to final destination

### **Inbound to Stavanger, Norway:**

1. Contractor arranges ocean transportation to Oslo, Norway and prepares all documentation
2. Contractor moves POV from commercial port Oslo to USAFE Stavanger
3. Contractor unstuffs ocean container at USAFE Stavanger
4. Contractor performs joint inspection with USAFE Stavanger representative
5. Contractor transfers custody to USAFE Stavanger

POCs:

Mailing Address: 426 ABS/LGTT, Unit 6655, APO AE 09706-6655

Commercial Mailing Address: 426 ABS/LGTT, Postboks 54, 4051 Sola, Norway

Shipping Address: U.S. Element/LGTT, Gamie Eikesetvel 29, Room 211, 4032 Gausel

Telephone: 011-47-5195-0574/0572, DSN: (314) 224-0574/0572

## **NAHA, Okinawa (Ryukyu Islands)**

### **Inbound to Naha, Okinawa:**

For POVs inbound to Naha, Okinawa the contractor shall book the POVs with the applicable GDS ocean carrier and deliver the POVs to the GDS ocean carrier's applicable CONUS west coast terminal. The contractor transfers custody upon POV delivery to the GDS ocean carrier.

### **Outbound from Naha, Okinawa:**

For POVs outbound from Naha, Okinawa the Government will book the POVs with the applicable GDS ocean carrier. The contractor will be notified by the GDS ocean carrier when POVs are available for pickup. The contractor shall be responsible for arranging customs entry and clearances, and the contractor shall move the POV from the GDS ocean carrier's terminal to the destination VPC. The contractor accepts custody upon POV pick-up from the GDS ocean carrier.

For information regarding operations in Okinawa, contact the POV section, Terminal Operations Division, at commercial 011-81-61 7785.

## **U.S. Virgin Islands (USVI)**

### **Inbound to USVI:**

The contractor shall book the POVs with the applicable GDS ocean carrier and move the POVs to the GDS ocean carrier's Jacksonville, FL area terminal where the contractor shall transfer custody to the GDS ocean carrier. The GDS ocean carrier is responsible for issuing POVs to the customer in the USVI.

**Outbound from the USVI:**

1. Customer contacts the Puerto Rico VPC requesting to ship his/her POV. The contractor (Puerto Rico VPC) shall counsel the member and provide the member copies of all required forms.
2. The contractor (Puerto Rico VPC) requests all the needed documentation (copy of orders, vehicle registration and destination address/phone number (where the customer will be located) from the customer, and the customer sends this information to the Puerto Rico VPC.
3. The contractor (Puerto Rico VPC) prepares the ocean booking with the GDS ocean carrier and fills out the top portion of the DD Form 788, or commercial equivalent.
4. The Puerto Rico VPC transmits (via facsimile) the DD Form 788 or commercial equivalent, DD1525, HS-7 booking number, and instructions to the customer.
5. The customer turns-in his/her POV to the GDS ocean carrier, and performs a joint inspection with the GDS ocean carrier.
6. The customer transmits (via facsimile) the GDS ocean carrier signed inspection form and the DD Form 788, or commercial equivalent to the contractor (Puerto Rico VPC).
7. The contractor (Puerto Rico VPC) shall send the documentation to final destination, as needed.
8. The contractor shall book the POV with the applicable GDS ocean carrier; and the contractor shall pick up the POV at the GDS ocean carrier's terminal/facility where the contractor shall perform a joint inspection with the GDS ocean carrier and accept custody from the GDS ocean carrier. The contractor shall then move the POV to its final destination. The contractor shall be responsible for arranging customs entry and clearances, as needed.

For information on operations in USVI, contact:  
955th Transportation Company, Unit 7136, APO AA 34004-5000  
Telephone: 787-749-4310  
FAX 787-781-0688

## APPENDIX L

1.11 **SHIPMENT SUMMARY FOR TRANSPORTATION OF A**

1.12 **DEPARTMENT OF DEFENSE-SPONSORED**

1.13 **PRIVATELY OWNED VEHICLE (POV)**

1.14

1.15 **CUSTOMER INFORMATION**

CUSTOMER NAME: \_\_\_\_\_

CUSTOMER RANK AND BRANCH OF MILITARY SERVICE: \_\_\_\_\_

### Vehicle Information

VEHICLE IDENTIFICATION NUMBER: \_\_\_\_\_

VEHICLE MAKE/MODEL/YEAR: \_\_\_\_\_

### Required Delivery Date (RDD) Information

ORIGIN/TURN-IN LOCATION: \_\_\_\_\_

DESTINATION/PICK-UP LOCATION: \_\_\_\_\_

VEHICLE TURN-IN DATE: \_\_\_\_\_ REQUIRED DELIVERY DATE: \_\_\_\_\_

DATE VEHICLE AVAILABLE FOR PICK-UP: \_\_\_\_\_

**TOTAL NUMBER OF DAYS EXCEEDING THE RDD:** \_\_\_\_\_

(MEASURED FROM RDD UNTIL THE DATE THE POV  
IS AVAILABLE FOR PICK-UP AT AUTHORIZED DESTINATION)

### Remarks

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SIGNATURE OF U.S. GOVERNMENT REPRESENTATIVE,  
or U.S. GOVERNMENT CONTRACTOR REPRESENTATIVE:

\_\_\_\_\_  
SIGNATURE AND DATE

SIGNATURE OF OWNER OR AGENT:

\_\_\_\_\_  
SIGNATURE AND DATE

## APPENDIX L

**1.16 SHIPMENT SUMMARY FOR TRANSPORTATION OF A**

**1.17 DEPARTMENT OF DEFENSE-SPONSORED**

**1.18 PRIVATELY OWNED VEHICLE (POV)**

**1.19**

**1.20 CUSTOMER INFORMATION**

CUSTOMER NAME: \_\_\_\_\_

CUSTOMER RANK AND BRANCH OF MILITARY SERVICE: \_\_\_\_\_

### Vehicle Information

VEHICLE IDENTIFICATION NUMBER: \_\_\_\_\_

VEHICLE MAKE/MODEL/YEAR: \_\_\_\_\_

### Required Delivery Date (RDD) Information

ORIGIN/TURN-IN LOCATION: \_\_\_\_\_

DESTINATION/PICK-UP LOCATION: \_\_\_\_\_

VEHICLE TURN-IN DATE: \_\_\_\_\_ REQUIRED DELIVERY DATE: \_\_\_\_\_

DATE VEHICLE AVAILABLE FOR PICK-UP: \_\_\_\_\_

**TOTAL NUMBER OF DAYS EXCEEDING THE RDD:** \_\_\_\_\_

(MEASURED FROM RDD UNTIL THE DATE THE POV  
IS AVAILABLE FOR PICK-UP AT AUTHORIZED DESTINATION)

### Remarks

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SIGNATURE OF U.S. GOVERNMENT REPRESENTATIVE,  
or U.S. GOVERNMENT CONTRACTOR REPRESENTATIVE:

\_\_\_\_\_  
SIGNATURE AND DATE

SIGNATURE OF OWNER OR AGENT:

\_\_\_\_\_  
SIGNATURE AND DATE

**ATTACHMENT 2**  
**12-MONTH MOVEMENT FIGURES**  
**FURNISHED FOR INFORMATION PURPOSES ONLY**

**SCHEDULE I FULL SERVICE POVs - EXPORT CONUS/IMPORT OCONUS**

<b>TO: The Following</b>	<b>FROM:</b>	<b>MIDWEST REGION</b>			
	<b>DALLAS,</b>	<b>NEW</b>	<b>ST. LOUIS</b>		
	<b>TX</b>	<b>ORLEANS,</b>	<b>MO</b>		<b>TOTAL</b>
		<b>LA</b>			
<b>BENELUX</b>					
Chievres AFB, Belgium	39	22	34		95
Shinnen, Netherlands	58	32	52		142
<b>TOTAL BENELUX</b>	<b>97</b>	<b>54</b>	<b>86</b>		<b>237</b>
<b>ENGLAND</b>					
Feltwell	170	118	227		515
Menwith Hill	35	24	47		106
St. Mawgan	8	6	11		25
W. Ruislip	57	39	76		172
<b>TOTAL ENGLAND</b>	<b>270</b>	<b>187</b>	<b>361</b>		<b>818</b>
<b>GERMANY</b>					
53rd ASG Baumholder	145	112	232		489
Wiesbaden	365	271	458		1,094
26th ASG, Mannheim	196	164	261		621
100th ASG, Grafenwoehr	137	97	171		405
29th ASG and USAFE, KTown	381	229	297		1907
Kitzingen	535	310	520		1,365
USAFE, Spangdahlem (Bitburg)	101	63	85		249
Boeblingen	97	65	7		169
<b>TOTAL GERMANY</b>	<b>1,957</b>	<b>1,311</b>	<b>2,031</b>		<b>6,299</b>
<b>GUAM</b>					
Appra Harbor	154	153	132		439
<b>TOTAL GUAM</b>	<b>154</b>	<b>153</b>	<b>132</b>		<b>439</b>
<b>HAWAIIAN ISLANDS</b>					
Hawaii	1	2	1		4
Kauai	2	5	2		9
Lanai	1	1	1		3
Maui	2	1	2		5
Molokai	1	1	1		3
Oahu	459	478	411		1,348
<b>TOTAL HAWAII</b>	<b>466</b>	<b>488</b>	<b>418</b>		<b>1372</b>
<b>ITALY</b>					
Aviano	19	23	20		62
Leghorn	3	8	5		16
Vincenza	25	13	20		58
<b>TOTAL ITALY</b>	<b>37</b>	<b>44</b>	<b>45</b>		<b>126</b>
<b>KOREA</b>					
<b>Pusan</b>	45	20	43		108
Seoul	92	42	88		222
<b>Taegu</b>	13	6	13		32
<b>TOTAL KOREA</b>	<b>150</b>	<b>68</b>	<b>144</b>		<b>362</b>
<b>PUERTO RICO</b>					
San Juan	12	674	94		780

<b>TOTAL PUERTO RICO</b>	<b>12</b>	<b>674</b>	<b>94</b>	<b>780</b>
<b>TOTAL MIDWEST REGION</b>	<b>3,143</b>	<b>2,979</b>	<b>3,311</b>	<b>10,433</b>



## Attachment A

## SCHEDULE I FULL SERVICE POV's - EXPORT CONUS/IMPORT OCONUS (CONTINUED)

TO: The Following	FROM:	NORTHEAST REGION		
	BALTIMORE MD	NEW YORK/ NEW JERSEY	NORFOLK VA	TOTAL
				L
BENELUX				
Chievres AFB, Belgium	3	24	16	43
Shinnen, Netherlands	4	37	24	28
<b>TOTAL BENELUX</b>	<b>7</b>	<b>61</b>	<b>40</b>	<b>71</b>
ENGLAND				
Feltwell	235	312	329	564
Menwith Hill	49	64	68	117
St. Mawgan	11	15	16	42
W. Ruislip	78	104	110	292
<b>TOTAL ENGLAND</b>	<b>373</b>	<b>495</b>	<b>523</b>	<b>1015</b>
GERMANY				
53rd ASG Baumholder	100	177	100	377
Wiesbaden	309	427	242	978
<b>26th ASG, Mannheim</b>	<b>218</b>	<b>258</b>	<b>146</b>	<b>622</b>
100th ASG, Grafenwoehr	101	153	87	341
29th ASG and USAFE, KTown	277	362	205	844
<b>Kitzingen</b>	<b>265</b>	<b>489</b>	<b>277</b>	<b>1,031</b>
USAFE, Spangdahlem (Bitburg)	77	100	56	233
Boeblingen	150	103	58	311
<b>TOTAL GERMANY</b>	<b>1,497</b>	<b>2,069</b>	<b>1,171</b>	<b>4,737</b>
GUAM				
Appra Harbor	74	65	160	299
<b>TOTAL GUAM</b>	<b>74</b>	<b>65</b>	<b>160</b>	<b>299</b>
HAWAIIAN ISLANDS				
<b>Hawaii</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>5</b>
Kauai	2	1	2	5
Lanai	1	1	1	3
Maui	1	1	1	3
Molokai	1	1	1	3
<b>Oahu</b>	<b>399</b>	<b>271</b>	<b>480</b>	<b>1,150</b>
<b>TOTAL HAWAII</b>	<b>406</b>	<b>277</b>	<b>486</b>	<b>1169</b>
ITALY				
<b>Aviano</b>	<b>205</b>	<b>39</b>	<b>488</b>	<b>732</b>
Leghorn	39	8	97	144
Vincenza	151	28	353	532
<b>TOTAL ITALY</b>	<b>395</b>	<b>75</b>	<b>938</b>	<b>1408</b>
KOREA				
Pusan	30	119	14	163
Seoul	62	243	29	333
Taegu	9	35	4	48
<b>TOTAL KOREA</b>	<b>101</b>	<b>397</b>	<b>47</b>	<b>544</b>
PUERTO RICO				
San Juan	147	196	384	727
<b>TOTAL PUERTO RICO</b>	<b>147</b>	<b>196</b>	<b>384</b>	<b>727</b>
<b>TOTAL NORTHEAST REGION</b>	<b>3,376</b>	<b>3,890</b>	<b>3,581</b>	<b>9,672</b>

## Attachment A

## SCHEDULE I FULL SERVICE POVS - EXPORT CONUS/IMPORT OCONUS (CONTINUED)

TO: The Following

FROM: SOUTHEAST REGION

	ATLANTA GA	CHARLESTON SC	ORLANDO FL	TOTAL
BENELUX				
Chievres AFB, Belgium	35	31	11	77
Shinnen, Netherlands	53	47	16	116
<b>TOTAL BENELUX</b>	<b>88</b>	<b>78</b>	<b>27</b>	<b>193</b>
ENGLAND				
Feltwell	204	123	68	395
Menwith Hill	42	25	14	81
St. Mawgan	10	6	3	19
W. Ruislip	68	41	23	132
<b>TOTAL ENGLAND</b>	<b>324</b>	<b>195</b>	<b>108</b>	<b>627</b>
GERMANY				
53rd ASG Baumholder	167	132	31	330
Wiesbaden	420	318	74	811
26th ASG, Mannheim	262	192	45	499
100th ASG, Grafenwoehr	148	114	27	289
29th ASG and USAFE, KTown	359	269	63	691
Kitzingen	458	364	86	907
USAFE, Spangdahlem (Bitburg)	99	74	17	190
Boeblingen	120	76	18	214
<b>TOTAL GERMANY</b>	<b>2,033</b>	<b>1,539</b>	<b>361</b>	<b>3,931</b>
GUAM				
Appra Harbor	113	87	23	223
<b>TOTAL GUAM</b>	<b>113</b>	<b>87</b>	<b>23</b>	<b>223</b>
HAWAIIAN ISLANDS				
Hawaii	1	1	1	3
Kauai	1	1	1	3
Lanai	1	1	1	3
Maui	1	1	1	3
Molokai	1	1	1	3
Oahu	286	157	86	529
<b>TOTAL HAWAII</b>	<b>291</b>	<b>162</b>	<b>91</b>	<b>544</b>
ITALY				
Aviano	197	157	38	392
Leghorn	38	30	8	76
Vincenza	143	115	30	365
<b>TOTAL ITALY</b>	<b>378</b>	<b>302</b>	<b>76</b>	<b>756</b>
KOREA				
Pusan	36	26	1	62
Seoul	73	52	1	126
Taegu	10	7	1	19
<b>TOTAL KOREA</b>	<b>119</b>	<b>85</b>	<b>3</b>	<b>207</b>
PUERTO RICO				
San Juan	138	101	111	350
<b>TOTAL PUERTO RICO</b>	<b>138</b>	<b>101</b>	<b>111</b>	<b>350</b>
<b>TOTAL SOUTHEAST REGION</b>	<b>3,484</b>	<b>2,549</b>	<b>865</b>	<b>6,831</b>

## Attachment A

## SCHEDULE I FULL SERVICE POVS - EXPORT CONUS/IMPORT OCONUS (CONTINUED)

TO: The Following	FROM: LOS ANGELES, CA	WEST COAST REGION SAN FRANCISCO CA	SEATTLE, WA	TOTAL
<b>BENELUX</b>				
Chievres AFB, Belgium	39	18	11	22
Shinnen, Netherlands	58	27	16	101
<b>TOTAL BENELUX</b>	<b>97</b>	<b>45</b>	<b>27</b>	<b>123</b>
<b>ENGLAND</b>				0
Feltwell	118	69	86	273
Menwith Hill	24	14	18	56
St. Mawgan	6	3	4	13
W. Ruislip	39	23	29	91
<b>TOTAL ENGLAND</b>	<b>187</b>	<b>109</b>	<b>137</b>	<b>433</b>
<b>GERMANY</b>				
53rd ASG Baumholder	70	47	74	191
Wiesbaden	168	113	178	459
26th ASG, Mannheim	101	68	108	277
<b>100th ASG, Grafenwoehr</b>	60	41	64	165
29th ASG and USAFE, KTown	142	96	151	389
Kitzingen	192	130	204	526
USAFE, Spangdahlem (Bitburg)	39	23	42	104
Boeblingen	40	27	43	110
<b>TOTAL GERMANY</b>	<b>812</b>	<b>545</b>	<b>864</b>	<b>2221</b>
<b>GUAM</b>				
Appra Harbor	570	317	173	1,060
<b>TOTAL GUAM</b>	<b>570</b>	<b>317</b>	<b>173</b>	<b>1060</b>
<b>HAWAIIAN ISLANDS</b>				
Hawaii	13	4	2	19
Kauai	18	7	4	29
Lanai	1	1	1	3
Maui	4	6	2	12
Molokai	1	1	1	3
<b>Oahu</b>	4,377	897	590	5,864
<b>TOTAL HAWAII</b>	<b>4,414</b>	<b>916</b>	<b>600</b>	<b>5,930</b>
<b>ITALY</b>				
Aviano	20	9	7	36
Leghorn	4	2	1	7
Vincenza	15	6	6	27
<b>TOTAL ITALY</b>	<b>39</b>	<b>17</b>	<b>14</b>	<b>70</b>
<b>KOREA</b>				
Pusan	51	44	25	120
Seoul	104	89	51	244
Taegu	15	13	7	35
<b>TOTAL KOREA</b>	<b>170</b>	<b>146</b>	<b>83</b>	<b>399</b>
<b>PUERTO RICO</b>				0
San Juan	68	38	26	132
<b>TOTAL PUERTO RICO</b>	<b>68</b>	<b>38</b>	<b>26</b>	<b>132</b>
<b>TOTAL WEST COAST REGION</b>	<b>6,357</b>	<b>2,133</b>	<b>1,924</b>	<b>10,368</b>

## Attachment A

## SCHEDULE II FULL SERVICE POVS - IMPORT CONUS/EXPORT OCONUS

FROM The following:

TO: MIDWEST REGION

	DALLAS TX	NEW ORLEANS, LA	ST. LOUIS MO	TOTAL
<b>BENELUX</b>				
Chievres AFB, Belgium	5	3	7	15
Shinnen, Netherlands	7	5	10	22
<b>TOTAL BENELUX</b>	<b>12</b>	<b>8</b>	<b>17</b>	<b>37</b>
<b>ENGLAND</b>				
Feltwell	82	61	145	288
Menwith Hill	17	12	30	59
St. Mawgan	4	3	7	14
W. Ruislip	28	20	47	95
<b>TOTAL ENGLAND</b>	<b>131</b>	<b>96</b>	<b>229</b>	<b>456</b>
<b>GERMANY</b>				
53rd ASG Baumholder	178	34	182	394
Wiesbaden	628	112	562	1,302
26th ASG, Mannheim	250	48	203	501
100th ASG, Grafenwoehr	137	35	218	390
29th ASG and USAFE, KTown	362	66	304	732
Kitzingen	537	84	418	1,039
USAFE, Spangdahlem (Bitburg)	78	15	89	182
Boeblingen	87	25	72	184
<b>TOTAL GERMANY</b>	<b>2,257</b>	<b>419</b>	<b>2,048</b>	<b>4,724</b>
<b>GUAM</b>				
Appra Harbor	24	30	14	68
<b>TOTAL GUAM</b>	<b>24</b>	<b>30</b>	<b>14</b>	<b>68</b>
<b>HAWAIIAN ISLANDS</b>				
Hawaii	4	1	4	9
Kauai	1	1	2	4
Lanai	1	1	1	3
Maui	2	2	2	6
Molokai	1	1	1	3
Oahu	971	20	846	1,837
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>980</b>	<b>26</b>	<b>856</b>	<b>1862</b>
<b>ITALY</b>				
Aviano	2	24	24	50
Leghorn	1	5	5	11
Vincenza	0	18	19	37
<b>TOTAL ITALY</b>	<b>3</b>	<b>47</b>	<b>48</b>	<b>98</b>
<b>KOREA</b>				
Pusan	45	45	44	134
Seoul	91	41	87	219
Taegu	13	6	12	31
<b>TOTAL KOREA</b>	<b>149</b>	<b>92</b>	<b>143</b>	<b>384</b>
<b>PUERTO RICO</b>				
San Juan	72	182	1	255
<b>TOTAL PUERTO RICO</b>	<b>72</b>	<b>182</b>	<b>1</b>	<b>255</b>
<b>TOTAL MIDWEST REGION</b>	<b>3,680</b>	<b>887</b>	<b>3,343</b>	<b>7,884</b>

## Attachment A

**SCHEDULE II FULL SERVICE POVS - IMPORT**  
**CONUS/EXPORT OCONUS**  
**FROM The following:**

(CONTINUED)

**TO: NORTHEAST REGION**

	<b>BALTIMORE MD</b>	<b>NEW YORK/ NEW JERSEY</b>	<b>NORFOLK VA</b>	<b>TOTAL</b>
<b>BENELUX</b>				
Chievres AFB, Belgium	79	3	30	112
Shinnen, Netherlands	62	5	45	112
<b>TOTAL BENELUX</b>	<b>141</b>	<b>8</b>	<b>75</b>	<b>224</b>
<b>ENGLAND</b>				
Feltwell	161	250	151	562
Menwith Hill	33	51	31	115
St. Mawgan	8	12	7	27
W. Ruislip	53	83	50	186
<b>TOTAL ENGLAND</b>	<b>255</b>	<b>396</b>	<b>239</b>	<b>890</b>
<b>GERMANY</b>				
53rd ASG Baumholder	42	61	58	161
Wiesbaden	135	202	191	528
26th ASG, Mannheim	77	86	81	244
100th ASG, Grafenwoehr	49	63	60	172
29th ASG and USAFE, KTown	92	119	112	323
Kitzingen	86	152	145	383
USAFE, Spangdahlem (Bitburg)	14	26	26	66
Boeblingen	68	45	43	156
<b>TOTAL GERMANY</b>	<b>563</b>	<b>754</b>	<b>716</b>	<b>2,033</b>
<b>GUAM</b>				
Appra Harbor	5	3	3	11
<b>TOTAL GUAM</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>11</b>
<b>HAWAIIAN ISLANDS</b>				
Hawaii	1	1	1	3
Kauai	1	1	1	3
Lanai	1	1	1	3
Maui	2	1	1	4
Molokai	1	1	1	3
Oahu	30	52	16	98
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>36</b>	<b>57</b>	<b>21</b>	<b>114</b>
<b>ITALY</b>				
Aviano	11	136	420	567
Leghorn	3	26	81	110
Vincenza	8	100	306	414
<b>TOTAL ITALY</b>	<b>22</b>	<b>262</b>	<b>807</b>	<b>1,091</b>
<b>KOREA</b>				
Pusan	30	31	14	75
Seoul	61	240	29	330
Taegu	9	34	4	47
<b>TOTAL KOREA</b>	<b>100</b>	<b>305</b>	<b>47</b>	<b>452</b>
<b>PUERTO RICO</b>				
San Juan	108	36	112	256
<b>TOTAL PUERTO RICO</b>	<b>108</b>	<b>36</b>	<b>112</b>	<b>256</b>
<b>TOTAL NORTHEAST REGION</b>	<b>1,535</b>	<b>1,821</b>	<b>2,020</b>	<b>5,071</b>

## Attachment A

## SCHEDULE II FULL SERVICE POVS - IMPORT

(CONTINUED)

## CONUS/EXPORT OCONUS

FROM The following:

## TO: SOUTHEAST REGION

ATLANTA	CHARLESTON	ORLANDO	
GA	SC	FL	TOTAL

## BENELUX

Chievres AFB, Belgium	39	13	1	53
Shinnen, Netherlands	42	20	2	64
<b>TOTAL BENELUX</b>	<b>81</b>	<b>33</b>	<b>3</b>	<b>117</b>

## ENGLAND

Feltwell	168	110	13	291
Menwith Hill	34	23	2	59
St. Mawgan	8	5	1	14
W. Ruislip	56	37	5	98
<b>TOTAL ENGLAND</b>	<b>266</b>	<b>175</b>	<b>21</b>	<b>462</b>

## GERMANY

53rd ASG Baumholder	144	113	8	265
Wiesbaden	468	370	25	863
26th ASG, Mannheim	213	158	11	382
100th ASG, Grafenwoehr	152	116	8	276
29th ASG and USAFE, KTown	284	218	15	517
Kitzingen	343	279	19	641
USAFE, Spangdahlem (Bitburg)	59	49	3	111
Boeblingen	130	82	5	217
<b>TOTAL GERMANY</b>	<b>1,793</b>	<b>1,385</b>	<b>94</b>	<b>3,272</b>

## GUAM

Appra Harbor	6	3	4	13
<b>TOTAL GUAM</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>13</b>

## HAWAIIAN ISLANDS

Hawaii	2	1	1	4
Kauai	1	1	1	3
Lanai	1	1	1	3
Maui	1	1	1	3
Molokai	1	1	1	3
Oahu	20	8	5	33
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>26</b>	<b>13</b>	<b>10</b>	<b>49</b>

## ITALY

Aviano	138	164	3	305
Leghorn	26	32	0	58
Vincenza	100	120	3	223
<b>TOTAL ITALY</b>	<b>264</b>	<b>316</b>	<b>6</b>	<b>586</b>

## KOREA

Pusan	36	26	1	62
Seoul	72	51	1	124
Taegu	10	7	1	19
<b>TOTAL KOREA</b>	<b>118</b>	<b>84</b>	<b>3</b>	<b>205</b>

## PUERTO RICO

San Juan	106	43	806	229
<b>TOTAL PUERTO RICO</b>	<b>106</b>	<b>43</b>	<b>806</b>	<b>229</b>

<b>TOTAL MIDWEST REGION</b>	<b>2,660</b>	<b>2,052</b>	<b>947</b>	<b>4,933</b>
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## Attachment A

**SCHEDULE II FULL SERVICE POVs - IMPORT CONUS/EXPORT OCONUS**  
**(CONTINUED)**

<b>FROM The following:</b>	<b>TO: WEST COAST REGION</b>			
	<b>LOS</b>			
	<b>ANGELES</b>	<b>OAKLAND</b>	<b>SEATTLE</b>	
	<b>CA</b>	<b>CA</b>	<b>WA</b>	<b>TOTAL</b>
<b>BENELUX</b>				
Chievres AFB, Belgium	2	2	4	8
Shinnen, Netherlands	3	3	6	12
<b>TOTAL BENELUX</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>20</b>
<b>ENGLAND</b>				
Feltwell	27	15	1	43
Menwith Hill	5	3	1	9
St. Mawgan	1	1	1	3
W. Ruislip	9	5	1	15
<b>TOTAL ENGLAND</b>	<b>42</b>	<b>24</b>	<b>4</b>	<b>70</b>
<b>GERMANY</b>				
53rd ASG Baumholder	13	5	9	27
Wiesbaden	43	16	30	89
26th ASG, Mannheim	19	7	12	38
100th ASG, Grafenwoehr	13	5	9	27
29th ASG and USAFE, KTown	26	10	17	53
Kitzingen	33	12	22	67
USAFE, Spangdahlem (Bitburg)	5	2	4	11
Boeblingen	10	3	6	19
<b>TOTAL GERMANY</b>	<b>162</b>	<b>60</b>	<b>109</b>	<b>331</b>
<b>GUAM</b>				
Appra Harbor	41	250	335	626
<b>TOTAL GUAM</b>	<b>41</b>	<b>250</b>	<b>335</b>	<b>626</b>
<b>HAWAIIAN ISLANDS</b>				
Hawaii	4	2	2	8
Kauai	9	1	3	13
Lanai	1	1	1	3
Maui	2	2	2	6
Molokai	1	1	1	3
Oahu	4,946	428	915	6,289
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>4,963</b>	<b>435</b>	<b>924</b>	<b>6,322</b>
<b>ITALY</b>				
Aviano	12	11	6	29
Leghorn	2	2	1	5
Vincenza	9	8	4	21
<b>TOTAL ITALY</b>	<b>23</b>	<b>21</b>	<b>11</b>	<b>55</b>
<b>KOREA</b>				
Pusan	30	44	25	99
Seoul	103	88	50	241
Taegu	15	13	7	35
<b>TOTAL KOREA</b>	<b>148</b>	<b>145</b>	<b>82</b>	<b>375</b>
<b>PUERTO RICO</b>				
San Juan	17	9	7	33
<b>TOTAL PUERTO RICO</b>	<b>17</b>	<b>9</b>	<b>7</b>	<b>33</b>
<b>TOTAL WESTCOAST REGION</b>	<b>5,401</b>	<b>950</b>	<b>1,480</b>	<b>7,832</b>

## Attachment A

SCHEDULE III FULL SERVICE POVS - IMPORT/EXPORT  
OCONUS

<u>FROM BENELUX, VPCs, TO:</u>	CHIEVRES AFB, Belgium	SHINNEN, Netherlands	TOTAL	
<b>ENGLAND</b>				
Feltwell	1	1	2	
Menwith Hill	1	1	2	
St. Mawgan	1	1	2	
W. Ruislip	1	1	2	
<b>TOTAL ENGLAND</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>16</b>
<b>GERMANY</b>				
53rd ASG Baumholder	1	1	2	
Wiesbaden	1	1	2	
26th ASG, Mannheim	1	1	2	
100th ASG, Grafenwoehr	1	1	2	
29th ASG and USAFE, KTown	1	1	2	
Kitzingen	1	1	2	
USAFE, Spangdahlem (Bitburg)	1	1	2	
Boeblingen	1	1	2	
<b>TOTAL GERMANY</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>32</b>
<b>GUAM</b>				
Appra Harbor	1	1	2	
<b>TOTAL GUAM</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>4</b>
<b>HAWAIIAN ISLANDS</b>				
Hawaii	1	1	2	
Kauai	1	1	2	
Lanai	1	1	2	
Maui	1	1	2	
Molokai	1	1	2	
Oahu	1	1	2	
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>24</b>
<b>ITALY</b>				
Aviano	1	1	2	
Leghorn	1	1	2	
Vincenza	1	1	2	
<b>TOTAL ITALY</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>12</b>
<b>KOREA</b>				
Pusan	1	1	2	
Seoul	4	4	8	
Taegu	1	1	2	
<b>TOTAL KOREA</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>24</b>
<b>PUERTO RICO</b>				
San Juan	1	1	2	
<b>TOTAL PUERTO RICO</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>4</b>
<b>TOTAL FROM BENELUX VPCs</b>	<b>29</b>	<b>29</b>	<b>58</b>	<b>116</b>



## Attachment A

**SCHEDULE III FULL SERVICE POVs - IMPORT/EXPORT  
OCONUS (CONTINUED)**

<u>FROM ENGLAND, VPCs, TO:</u>	FELTWELL	MENWITH HILL	ST. MAWGAN	W. RUISLIP	TOTAL	
<b>BENELUX</b>						
Chievres AFB, Belgium	1	1	1	1	4	
Shinnen, Netherlands	1	1	1	1	4	
<b>TOTAL BENELUX</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>16</b>
<b>GERMANY</b>						
53rd ASG Baumholder	1	1	1	1	4	
Wiesbaden	1	1	1	1	4	
26th ASG, Mannheim	1	1	1	1	4	
100th ASG, Grafenwoehr	1	1	1	1	4	
29th ASG and USAFE, KTown	1	1	1	1	4	
Kitzingen	1	1	1	1	4	
USAFE, Spangdahlem (Bitburg)	1	1	1	1	4	
Boeblingen	1	1	1	1	4	
<b>TOTAL GERMANY</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>32</b>	<b>64</b>
<b>GUAM</b>						
Appra Harbor	1	1	1	1	4	
<b>TOTAL GUAM</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>8</b>
<b>HAWAIIAN ISLANDS</b>						
Hawaii	4	1	1	1	7	
Kauai	2	1	1	1	5	
Lanai	1	1	1	1	4	
Maui	2	1	1	1	5	
Molokai	1	1	1	1	4	
Oahu	1	1	1	1	4	
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>11</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>29</b>	<b>58</b>
<b>ITALY</b>						
Aviano	1	1	1	1	4	
Leghorn	12	1	1	1	15	
Vincenza	1	1	1	1	4	
<b>TOTAL ITALY</b>	<b>14</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>23</b>	<b>46</b>
<b>KOREA</b>						
Pusan	1	1	1	1	4	
Seoul	1	1	1	1	4	
Taegu	1	1	1	1	4	
<b>TOTAL KOREA</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>	<b>24</b>
<b>PUERTO RICO</b>						
San Juan	1	1	1	1	4	
<b>TOTAL PUERTO RICO</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>8</b>
<b>TOTAL FROM ENGLAND VPCs</b>	<b>40</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>112</b>	<b>224</b>

## Attachment A

**SCHEDULE III FULL SERVICE POVS - IMPORT/EXPORT  
OCONUS (CONTINUED)**

<u>FROM GERMANY, VPCs, TO:</u>	53RD ASG BAUMHOLDER	WIESBADEN	28TH ASG MANNHEIM	100TH ASG GRAFENWOEHR	TOTAL	
<b>BENELUX</b>						
Chievres AFB, Belgium	1	1	1	1	4	
Shinnen, Netherlands	1	1	1	1	4	
<b>TOTAL BENELUX</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>16</b>
<b>ENGLAND</b>						
Feltwell	1	1	1	1	4	
Menwith Hill	1	1	1	1	4	
St. Mawgan	1	1	1	1	4	
W. Ruislip	1	1	1	1	4	
<b>TOTAL ENGLAND</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>16</b>	<b>32</b>
<b>GUAM</b>						
Appra Harbor	1	1	1	1	4	
<b>TOTAL GUAM</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>8</b>
<b>HAWAIIAN ISLANDS</b>						
Hawaii	4	1	1	1	7	
Kauai	2	1	1	1	5	
Lanai	1	1	1	1	4	
Maui	2	1	1	1	5	
Molokai	1	1	1	1	4	
Oahu	1	1	1	1	4	
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>11</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>29</b>	<b>58</b>
<b>ITALY</b>						
Aviano	1	1	1	1	4	
Leghorn	12	1	1	1	4	
Vincenza	1	1	1	1	15	
<b>TOTAL ITALY</b>	<b>14</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>23</b>	<b>46</b>
<b>KOREA</b>						
Pusan	1	1	1	1	4	
Seoul	1	1	1	1	4	
Taegu	1	1	1	1	4	
<b>TOTAL KOREA</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>	<b>24</b>
<b>PUERTO RICO</b>						
San Juan	1	1	1	1	4	
<b>TOTAL PUERTO RICO</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>8</b>
<b>SUB TOTAL FROM GERMANY VPCs</b>	<b>36</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>96</b>	<b>192</b>

## Attachment A

**SCHEDULE III FULL SERVICE POVs - IMPORT/EXPORT  
OCONUS (CONTINUED)**

<u>FROM GERMANY, VPCs, TO:</u> <u>(CONTINUED)</u>	29TH ASG and USAFE, KTown	KITZINGEN	USAFE, SPANGDAHLEM (BITBURG)	BOEBLINGEN	TOTAL	
<b>BENELUX</b>						
Chievres AFB, Belgium	1	1	1	1	4	
Shinnen, Netherlands	1	1	1	1	4	
<b>TOTAL BENELUX</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>16</b>
<b>ENGLAND</b>						
Feltwell	1	1	1	1	4	
Menwith Hill	1	1	1	1	4	
St. Mawgan	1	1	1	1	4	
W. Ruislip	1	1	1	1	4	
<b>TOTAL ENGLAND</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>16</b>	<b>32</b>
<b>GUAM</b>						
Appra Harbor	1	1	1	1	4	
<b>TOTAL GUAM</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>8</b>
<b>HAWAIIAN ISLANDS</b>						
Hawaii	1	1	1	1	4	
Kauai	1	1	1	1	4	
Lanai	1	1	1	1	4	
Maui	1	1	1	1	4	
Molokai	1	1	1	1	4	
Oahu	1	1	1	1	4	
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>24</b>	<b>48</b>
<b>ITALY</b>						
Aviano	1	1	1	1	4	
Leghorn	1	1	1	1	4	
Vincenza	1	1	1	1	4	
<b>TOTAL ITALY</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>	<b>24</b>
<b>KOREA</b>						
Pusan	1	1	1	1	4	
<b>Seoul</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>8</b>
Taegu	1	1	1	1	4	
<b>TOTAL KOREA</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>	<b>24</b>
<b>PUERTO RICO</b>						
San Juan	17	17	17	17	68	136
<b>TOTAL PUERTO RICO</b>						
	<b>50</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>152</b>	
<b>SUB TOTAL FROM GERMANY VPCs</b>						
<b>GRAND TOTAL FROM GERMANY VPCs</b>	<b>53</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>152</b>	

## Attachment A

### SCHEDULE III FULL SERVICE POVS - IMPORT/EXPORT OCONUS (CONTINUED)

#### FROM APPRA HARBOR, GUAM, VPC TO:

##### **BENELUX**

Chievres AFB, Belgium	1
Shinnen, Netherlands	1
<b>TOTAL BENELUX</b>	<b>2</b>

##### **ENGLAND**

Feltwell	1
Menwith Hill	1
St. Mawgan	1
W. Ruislip	1
<b>TOTAL ENGLAND</b>	<b>4</b>

##### **GERMANY**

53rd ASG Baumholder	1
Wiesbaden	1
26th ASG, Mannheim	1
100th ASG, Grafenwoehr	1
29th ASG and USAFE, KTown	1
Kitzingen	1
USAFE, Spangdahlem (Bitburg)	1
Boeblingen	1
<b>TOTAL GERMANY</b>	<b>8</b>

##### **HAWAIIAN ISLANDS**

Hawaii	1
Kauai	1
Lanai	1
Maui	1
Molokai	1
Oahu	1
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>6</b>

##### **ITALY**

Aviano	1
Leghorn	1
Vincenza	1
<b>TOTAL ITALY</b>	<b>3</b>

##### **KOREA**

Pusan	1
Seoul	1
Taegu	1
<b>TOTAL KOREA</b>	<b>3</b>

##### **PUERTO RICO**

San Juan	1
<b>TOTAL PUERTO RICO</b>	<b>1</b>

**TOTAL FROM GUAM VPC 27**

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## Attachment A

SCHEDULE III FULL SERVICE POVS - IMPORT/EXPORT OCONUS  
(CONTINUED)

<u>FROM HAWAIIAN ISLAND VPCs TO:</u>	HAWAII	KAUAI	LANAI	MAUI	TOTAL	
<b>BENELUX</b>						
Chievres AFB, Belgium	1	1	1	1	4	
Shinnen, Netherlands	1	1	1	1	4	
<b>TOTAL BENELUX</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>8</b>	16
<b>ENGLAND</b>						
Feltwell	1	1	1	1	4	
Menwith Hill	1	1	1	1	4	
St. Mawgan	1	1	1	1	4	
W. Ruislip	1	1	1	1	4	
<b>TOTAL ENGLAND</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>16</b>	32
<b>GERMANY</b>						
53rd ASG Baumholder	1	1	1	1	4	
Wiesbaden	1	1	1	1	4	
26th ASG, Mannheim	1	1	1	1	4	
100th ASG, Grafenwoehr	1	1	1	1	4	
29th ASG and USAFE, KTown	1	1	1	1	4	
Kitzingen	1	1	1	1	4	
USAFE, Spangdahlem (Bitburg)	1	1	1	1	4	
Boeblingen	1	1	1	1	4	
<b>TOTAL GERMANY</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>32</b>	
<b>GUAM</b>						
Appra Harbor	1	1	1	1	4	
<b>TOTAL GUAM</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	
<b>ITALY</b>						
Aviano	1	1	1	1	4	
Leghorn	1	1	1	1	4	
Vincenza	1	1	1	1	4	
<b>TOTAL ITALY</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>	
<b>KOREA</b>						
Pusan	1	1	1	1	1	
Seoul	1	1	1	1	1	
Taegu	1	1	1	1	1	
<b>TOTAL KOREA</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>PUERTO RICO</b>						
San Juan	1	1	1	1	4	
<b>TOTAL PUERTO RICO</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	
<b>SUB TOTAL FROM HAWAIIAN IS. VPCs</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>75</b>	

## Attachment A

SCHEDULE III FULL SERVICE POVS - IMPORT/EXPORT OCONUS  
(CONTINUED)

<u>FROM HAWAIIAN IS., VPCs TO:(concluded)</u>	MOLOKAI	OAHU	TOTAL
<b>BENELUX</b>			
Chievres AFB, Belgium	1	1	2
Shinnen, Netherlands	1	1	2
<b>TOTAL BENELUX</b>	<b>2</b>	<b>2</b>	<b>8</b>
<b>ENGLAND</b>			
Feltwell	1	1	2
Menwith Hill	1	1	2
St. Mawgan	1	1	2
W. Ruislip	1	1	2
<b>TOTAL ENGLAND</b>	<b>4</b>	<b>4</b>	<b>16</b>
<b>GERMANY</b>			
53rd ASG Baumholder	1	1	2
Wiesbaden	1	1	2
26th ASG, Mannheim	1	1	2
100th ASG, Grafenwoehr	1	1	2
29th ASG and USAFE, KTown	1	1	2
Kitzingen	1	1	2
USAFE, Spangdahlem (Bitburg)	1	1	2
Boeblingen	1	1	2
<b>TOTAL GERMANY</b>	<b>8</b>	<b>8</b>	<b>32</b>
<b>GUAM</b>			
Aprra Harbor	1	1	2
<b>TOTAL GUAM</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>ITALY</b>			
Aviano	1	1	2
Leghorn	1	1	2
Vincenza	1	1	2
<b>TOTAL ITALY</b>	<b>3</b>	<b>3</b>	<b>6</b>
<b>KOREA</b>			
Pusan	1	1	1
Seoul	1	1	1
Taegu	1	1	1
<b>TOTAL KOREA</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PUERTO RICO</b>			
San Juan	1	1	2
<b>TOTAL PUERTO RICO</b>	<b>1</b>	<b>1</b>	<b>4</b>
<b>SUB TOTAL FROM HAWAIIAN IS. VPCs</b>	<b>19</b>	<b>19</b>	<b>35</b>
<b>GRAND TOTAL FROM HAWAIIAN IS. VPCs</b>			<b>107</b>

## Attachment A

SCHEDULE III FULL SERVICE POVS - IMPORT/EXPORT OCONUS  
(CONTINUED)

<u>FROM ITALY, VPCs TO:</u>	AVIANO	LEGHORN	VINCENZA	TOTAL
<b>BENELUX</b>				
Chievres AFB, Belgium	1	1	1	3
Shinnen, Netherlands	1	1	1	3
<b>TOTAL BENELUX</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>6</b>
<b>ENGLAND</b>				
Feltwell	1	1	1	3
Menwith Hill	1	1	1	3
St. Mawgan	1	1	1	3
W. Ruislip	1	1	1	3
<b>TOTAL ENGLAND</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>12</b>
<b>GERMANY</b>				
53rd ASG Baumholder	1	1	1	3
Wiesbaden	1	1	1	3
26th ASG, Mannheim	1	1	1	3
100th ASG, Grafenwoehr	1	1	1	3
29th ASG and USAFE, KTown	1	1	1	3
Kitzingen	1	1	1	3
USAFE, Spangdahlem (Bitburg)	1	1	1	3
Boeblingen	1	1	1	3
<b>TOTAL GERMANY</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>24</b>
<b>GUAM</b>				
Aprra Harbor	1	1	1	3
<b>TOTAL GUAM</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
<b>HAWAIIAN ISLANDS</b>				
Hawaii	1	1	1	3
Kauai	1	1	1	3
Lanai	1	1	1	3
Maui	1	1	1	3
Molokai	1	1	1	3
Oahu	1	1	1	3
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>24</b>
<b>KOREA</b>				
Pusan	1	1	1	3
Seoul	1	1	1	3
Taegu	1	1	1	3
	3	3	3	9
<b>PUERTO RICO</b>				
San Juan	1	1	1	3
<b>TOTAL PUERTO RICO</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
<b>TOTAL FROM ITALY VPCs</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>75</b>

## Attachment A

**SCHEDULE III FULL SERVICE POVs -  
IMPORT/EXPORT OCONUS (CONCLUDED)**

<u>FROM KOREA VPCs TO:</u>	<u>Pusan</u>	<u>Seoul</u>	<u>Pusan</u>	<u>FROM PUERTO RICO VPCs</u>
<b>BENELUX</b>				
Chievres AFB, Belgium	1	1	1	1
Shinnen, Netherlands	1	1	1	1
<b>TOTAL BENELUX</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>ENGLAND</b>				
Feltwell	1	1	1	1
Menwith Hill	1	1	1	1
St. Mawgan	1	1	1	1
W. Ruislip	1	1	1	1
<b>TOTAL ENGLAND</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>GERMANY</b>				
53rd ASG Baumholder	1	1	1	1
Wiesbaden	1	1	1	1
26th ASG, Mannheim	1	1	1	1
100th ASG, Grafenwoehr	1	1	1	1
29th ASG and USAFE, KTown	1	1	1	1
Kitzingen	1	1	1	1
USAFE, Spangdahlem (Bitburg)	1	1	1	1
Boeblingen	1	1	1	1
<b>TOTAL GERMANY</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>GUAM</b>				
Appra Harbor	1	1	1	1
<b>TOTAL GUAM</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>HAWAIIAN ISLANDS</b>				
Hawaii	1	1	1	1
Kauai	1	1	1	1
Lanai	1	1	1	1
Maui	1	1	1	1
Molokai	1	1	1	1
Oahu	1	1	1	1
<b>TOTAL HAWAIIAN ISLANDS</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>ITALY</b>				
Aviano	1	1	1	1
Leghorn	1	1	1	1
Vincenza	1	1	1	1
<b>TOTAL ITALY</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>KOREA</b>				
<b>Pusan</b>				<b>1</b>
<b>Seoul</b>				<b>1</b>
<b>Taegu</b>				<b>1</b>
<b>TOTAL KOREA</b>				
<b>PUERTO RICO</b>				
<b>San Juan</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>TOTAL PUERTO RICO</b>				
<b>TOTAL</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>27</b>



## Attachment A

The information on this page is for information purposes only, and is intended to provide an indication of the import/export processing volume at each of the full service vehicle processing center and the movements to/from the partial service points. The volumes shown are in no way an indication of the number of POVs moving under this contract.

### FULL SERVICE POINTS

CONUS	Import	Export	OCONUS (cont'd)	Import	Export
Atlanta	3,441	2,369	<b>Guam</b>		
Baltimore	2,640	1,117	Appra Harbor	2,021	718
Charleston	2,401	1,762		0	
Dallas	3,268	3,484	<b>Hawaii Is.</b>	0	
Los Angeles	6,514	5,238	Hawaii	31	23
New Orleans	3,237	775	Kauai	46	23
Norfolk	4,194	1,446	Lanai	12	12
NY/NJ Metro	3,354	1,344	Maui	23	18
Orlando	1,045	214	Molokai	12	12
San Francisco	2,132	791	Oahu	8,891	8,257
Seattle	1,957	1,392			
St. Louis	3,502	3,177	<b>Italy</b>		
			Aviano	2,505	329
			Leghorn	480	68
			Vincenza	1,840	240
OCONUS	Import	Export			
<b>Benelux</b>			<b>Korea</b>		
Chievres	283	188	Pusan	370	455
Shinnen	402	209	Seoul	772	924
			Taegu	131	134
<b>England</b>			<b>P. Rico</b>		
Lakenheath/Mildenhall	1,747	1,183	San Juan	1,989	773
Menwith Hill	399	242			
St. Mawgan	99	57			
W. Ruislip	687	394			
<b>Germany</b>					
Baumholder	1,387	847			
Wiesbaden	3,343	2,782			
Mannheim	2,019	1,165			
Grafenwoehr	1,200	865			
Kaiserslautern	2,831	1,625			
Kitzingen	3,830	2,130			
Spangdahlem	776	370			
Boeblingen	804	576			

## Attachment A

### PARTIAL SERVICE POINTS

	Import	Export
Alaska (Tacoma)	2,383	2,839
Azores	393	146
Cuba (Jacksonville)	335	243
Greece	4	111
Iceland	93	444
Naples, IT	1,372	263
Japan	51	75
Norway	1	1
Okinawa	34	42
Panama	1,097	949
Spain	122	64
Turkey	509	222

## ATTACHMENT B

### FORMS

1. Request for Transportation Services (RTS) Form
2. POV Shipping Label, MT 375-R
3. DOD Shipping Document for Automobiles, DD Form 788
4. Accident Report, DA Form 285-R
5. Justification Certificate for Use of a Foreign Flag Vessel
- \*6. Army Europe Customs Clearance Form (AE-302)

\* The necessary data elements for the preparation of the AE-302 are as follows:

- Serial No.
- Mode of transport
- Name and address of transporter
- Reference No.
- This document will be invalid after (date entered)
- Name and address of consignor
- Name and address of consignee
- Destination
- Number (in figures and words) and description of packages
- Marks and numbers
- Description of goods
- Weight in figures and words Gross / Net (\*)
- Seal numbers
- I \_\_\_\_\_ (name in full) certify that the shipment described herein is transported under the authority of the American Forces and contains only goods for their use.
- Signature of Incoming Officer \_\_\_\_\_ Rank, Unit, Date

## ATTACHMENT C

## PERFORMANCE REQUIREMENTS SUMMARY

Management Services	Performance Standards	Acceptable Quality Level (Max Allowable Deviation from Requirements Before Unsatisfactory)	Surveillance Method	Gov't Actions Direct Contractor Action	Deduction
<b>Customer Service</b>	Meet RDDs & transit times C.1.4, C.8.13, C.9.5.6	No deviation	100% inspection	Written explanation and corrective action	\$30 per POV for each day beyond the RDD, maximum 7 calendar days (maximum \$210 per POV)
	Maintain Proper Condition of VPC. C.8.2, C.8.5	No deviation	Random Surveillance	Immediate Corrective action	None
	Transport POV to correct destination C.1.3	No deviation	Random Surveillance	Immediate Corrective action	\$50 for each misconsignment
<b>Safety</b>	Failure to notify within 24-hours. C.4.1.7	No deviation	Random Surveillance	Immediate Corrective action	\$100 for each violation
<b>Security</b>	Failure to notify within 24-hours. C.4.2.1	No deviation	Random Surveillance	Immediate Corrective action	\$100 for each finding of inadequate security

# Attachment C

Management Services	Performance Standards	Acceptable Quality Level (Max Allowable Deviation from Requirements Before Unsatisfactory)	Surveillance Method	Gov't Actions Direct Contractor Action	Deduction
<b>POV Processing</b>	Process POV within 1 hour or less C.9.1.1	10% of the total volume per month	Random Surveillance	Written explanation of corrective action	\$25 for each failure to perform
	Complete Documentation Accurately C.9.3	5% of all documentation per month	Random Surveillance	Written explanation of corrective action	\$100 per shipment resulting in loss of accountability
	Difference in odometer reading; exceeds (20) miles or odometer adjustments C.9.7.5	No deviation	Random Surveillance	Immediate corrective action	\$100 for each violation
<b>Claims</b>	Provide customer with all required documentation C.10.2.4, C.10.2.5	2% of all requirements per month	Random Surveillance	Immediate corrective action	None

**ATTACHMENT D****DEPARTMENT OF LABOR WAGE DETERMINATIONS**

<b><u>LOCATION</u></b>	<b><u>WAGE DETERMINATION NUMBER(S)</u></b>	<b><u>UNION AGREEMENT</u></b>
Atlanta, GA	No. 94-2133 (Rev. 22)	N/A
Baltimore, MD	No. 94-2247 (Rev. 21)	N/A
Charleston, SC	No. 94-2473 (Rev. 26)	N/A
Dallas/Fort Worth, TX	No. 94-2509 (Rev. 21)	N/A
Guam	No. 94-2147 (Rev. 19)	Unknown
Honolulu, HI	No. 94-2153 (Rev. 30)	N/A
Los Angeles, CA	No. 97-0144 Last Revision 4/16/97	CBAs with Marine Clerk Assoc. Local 63, ILWU & ILWU/PMA Pacific Coast Longshore & Clerks
New Orleans, LA	No. 94-2233 (Rev. 20)	N/A
Norfolk, VA	No. 94-2543 (Rev. 30)	N/A
Oakland, CA	No. 94-2051 (Rev. 21)	N/A
New Jersey/New York		New York Shipping Association Inc Agreement w/ the International Longshoremen's Assoc., AFL-CIO
San Juan, Puerto Rico	No. 94-2461 (Rev. 20)	N/A
Seattle, WA	No. 94-2563 (Rev. 21)	N/A
St. Louis, MO	No. 94-2309 (Rev. 26)	N/A
Alaska (State-wide)	No. 94-2017 (Rev. 27)	N/A